

OFFICE OF THE STATE FIRE MARSHAL



LIFE SAFETY AND PROPERTY PROTECTION LICENSING REQUIREMENTS

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IMPORTANT PHONE NUMBERS

1. Office of the State Fire Marshal
8181 Independence Blvd.
Baton Rouge, LA 70806
(800) 256-5452 or (225) 925-4911
Fax (225) 925-3699
www.lasfm.org
2. NICET (National Institute for Certification in Engineering
Technologies) 1420 King St. Alexandria, VA 22314-2715
(888) 476-4238
3. Louisiana Worker's Compensation (225) 342-7571
4. Louisiana Life Safety and Security Association (337) 886-7282
(formerly LBFAA)
5. LAFAA (225) 924-1073
6. LA Sprinkler Association (504) 464-6236
7. Fire Equipment Distributors (225) 346-8394
8. NSA (National Security Association) (800) 998-6890
9. NTS (National Training School) (866) 636-1687
10. Fire Protection Specialists (888) 670-2965
11. LSU Fire & Emergency Training Institute (FETI) (225) 766-0600
12. Department of Revenue (225) 219-7656
(Certification of Resident/Non-Resident Status)
www.rev.state.la.us
13. Louisiana State Board of Contractors (800) 256-1392
(225) 765-2301

OFFICE OF THE STATE FIRE MARSHAL

**8181 Independence Blvd.
Baton Rouge, LA 70806
225-925-4911 or 800-256-5452
www.lasfm.org**

Plan Review Section		(225) 925-4920
Chief Architect	Don Zeringue	(225) 925-4605
Fire Alarm Specialist	Mike McLean	(225) 925-6968
Locking System Specialist	Jim Waite	(225) 925-6969
Administration	Felicia Cooper	(225) 925-4200
	Dan Wallis	(225) 925-7048
Inspections		
Managers	Steve Gogreve	(225) 925-6513
	Pat Aronstein	(225) 922-0839
District Inspection Supervisors		
Baton Rouge	Dean Guidry	(800) 256-5452
		(225) 925-3650
Lafayette	Lance Carruth	(800) 554-0006
		(337) 886-1273
New Orleans	Nunzio Marchiafava	(888) 634-7689
		(504) 219-4600
Shreveport	William Matlock	(888) 634-7682
		(318) 676-7145
Healthcare Supervisor	Traci Roberts	(800) 256-5452
		(225) 925-4296
Licensing		(800) 256-5452
Manager	Boyd Petty	(225) 925-7046
Supervisor	Mike Polito	(225) 925-3655
Office Coordinator	Linda Luneau	(225) 925-7047
Mechanical Safety		(800) 256-5452
Manager	Bill Owens	(225) 925-7045
Supervisor	Donnie LeSage	(225) 925-4572
Arson Division		(800) 256-5452
Manager	Marc Reech	(225) 925-4205
Supervisor	Donald Carter	(225) 925-4205

CONVERSION CHART FOR LICENSE TYPES

PROPERTY PROTECTION FIRMS

New License Name	Old License Name	New License Name	Old License Name
Security (Includes Burglar Alarm, CCTV, Access Control and Household Fire)	Type A	Fire Sprinkler	Sprinkler
Locksmith (Includes Locksmith, CCTV, Access Control, Door Hardware, Bank Locking & Detention Locking)	Type A-2	Fixed Fire Suppression (Includes Pre-Engineered & Kitchen Suppression)	Class C
Specialty Endorsement		Fire Alarm (Includes Required & Non-Required)	Class D
Limited Locksmith	Type A-3	Fire Extinguishers and Hoses	Class A
Door Hardware	New endorsement – included in locksmith	DOT Hydrostatic Testing	Class E
Bank Locking	New endorsement – included in locksmith	Specialty Endorsement	
Detention Locking	New endorsement – included in locksmith	Pre-Engineered	Class B
Closed Circuit TV	Type A-4	Kitchen Suppression	Class B-1
Household Fire	Type A-1	Fire Alarm (non-required)	Class D-1
		Fire Alarm Owner	Class D-2

PROPERTY PROTECTION EMPLOYEE:

New License Name	Old License Name	New License Name	Old License Name
Security (Includes Burglar Alarm, CCTV & Access Control & Household Fire)	Type B or C	Bank Locking	New endorsement – included in locksmith
Security Sales	Type E or F	Detention Locking	New endorsement – included in locksmith
Locksmith (Includes Locksmith, CCTV & Access Control, Door Hardware, Bank Locking & Detention Locking)	Type I or J	Closed Circuit Television	Type L
Limited Locksmith	Type I-2 or J-2	Household Fire	Type G
Door Hardware	New endorsement – included in locksmith	Property Protection Apprentice	Apprentice

LIFE SAFETY EMPLOYEE:

New License Name	Old License Name	New License Name	Old License Name
Fire Sprinkler Qualifier	Certificate Holder	Fixed Fire Suppression (Includes Pre-Engineered & Kitchen Suppression)	Class C
Fire Sprinkler Inspector	Sprinkler Inspector	Pre-Engineered	Class B
		Kitchen Suppression	Class B-1
Fire Alarm (Includes Required & Non-Required)	Class D	Fire Extinguishers/ Hoses	Class A
Fire Alarm (Non-Required)	Class D-1	Hydrostatic Testing - DOT	Class E

Fire Alarm (Owner)	Class D-2	Life Safety Apprentice	Trainee
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LIFE SAFETY AND PROPERTY PROTECTION

FIRM LICENSING REQUIREMENTS

1. **Please complete all applications and signatures in blue ink only.**
2. Submit **completed** firm application along with all **required signatures**. Firm **must not** have a P. O. Box for the physical address.
3. **All Property Protection** license firms **MUST** be located in the state of Louisiana and the qualifier must live within 150 miles of the business for which they qualify. The office must be fully operational.
4. If the firm is located in Louisiana, submit a current copy of the firm's **Occupational License** with the firm's physical address.
5. Insurance certificates **must be faxed** (225-925-3699) **or mailed** in to the Fire Marshal's office **by the insurance agent**. Each firm shall have at least \$500,000 general liability and shall have workers compensation if they have any employees other than the owner. The insurance certificate must have the current physical address of the firm and in the description of operations it should state: "Life Safety and Property Protection". **See example on next page.**
6. If the firm is located outside of Louisiana, you must indicate an **Agent of Service**.
7. The designated qualifier of fire alarm, fire suppression or fire sprinkler firms must submit a **signed and notarized affidavit** and submit a copy of their **current NICET certificate**.
8. If the firm is going to perform high pressure hydrostatic testing, firm **MUST** apply for a Hydrostatic Testing and Fire Extinguisher endorsement and **submit a copy of U.S. DOT permit**.
9. **All employees of the firm must be paid W-2 employees.**
10. A company check or money order made payable to "**Office of the State Fire Marshal**" must be submitted with the application. **NO CASH or PERSONAL CHECKS** accepted.

NOTE: The firm MUST fill out the first four pages of the firm application. Those with fire alarm, fire suppression or fire sprinkler endorsements MUST fill out the affidavit along with the application.

NOTE: You should notify this office within ten (10) days, by use of an application, if there are any changes in the business name, address, phone numbers or ownership.

All firms licensed with the Office of the State Fire Marshal are required, by statute, to maintain at least \$500,000 in general liability insurance and to provide this office with a current certificate from your agent by fax (225-925-3699) or mail (8181 Independence Blvd., Baton Rouge, LA 70806). This information sheet is intended to assist you in meeting these requirements when submitting an Accord form. It is your responsibility to see that your insurance coverage meets requirements and that this office is provided with evidence of that coverage. License renewals or new applications will not be approved until ALL insurance requirements are met.

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www.lasfm.org



FIRM APPLICATION

Place a check (✓) next to the type of application applying for:

<input type="checkbox"/> Initial (Fees Below)	<input type="checkbox"/> Revision (\$20.00)	<input type="checkbox"/> Renewal	<input type="checkbox"/> Duplicate (\$20.00)
(New or reinstatement)	(Change in existing information)	(Fees Below)	(To replace lost license)

PLEASE PRINT ALL & SIGN IN BLUE INK ONLY

Name of Firm:		SFM License #	
Firm's Physical Location:		Firm's Physical City:	State: Zip Code:
Firm's Mailing Address:		Firm's Mailing City:	State: Zip Code:
Firm's E-Mail Address:	Firm's Phone Number:	Firm's Phone Number:	Firm's Fax Number:
Name of Firm's Contact Person:		Firm's Parish of Physical Location:	
Firm's Agent of Service and Address:			
Firm's Designated Qualifier(s)			

Place a check (✓) by the type of endorsement (license) for which you are applying or renewing:

Check Here	PROPERTY PROTECTION	Initial Fee	Renewal Fee	Check Here	LIFE SAFETY	Initial Fee	Renewal Fee
	Locksmith	\$250	\$50		Fire Sprinkler	\$500	\$250
	Security	\$250	\$50		Fixed Fire Suppression	\$350	\$100
	Specialty Endorsement --				Fire Alarm	\$350	\$100
	Limited Locksmith	\$250	\$50		Fire Extinguishers & Hoses	\$350	\$150
	Door Hardware	\$250	\$50		DOT Hydrostatic Testing	\$350	\$50
	Bank Locking	\$250	\$50		Specialty Endorsement --		
	Detention Locking	\$250	\$50		Pre-Engineered	\$350	\$100
	Closed Circuit TV	\$250	\$50		Kitchen Suppression	\$350	\$50
	Household Fire	\$250	\$50		Fire Alarm (non-required)	\$350	\$50
					Fire Alarm Owner	\$350	\$50
	Revision Fee	\$20	For: Name & Address Change, Principal/Officers & Qualifier's Change, Adding New Endorsements (ex: \$20 + \$350 Total \$370)				
	Duplicate Fee	\$20	To replace lost license.				

For Office Use Only

Receipt # () Date () Amount () Quantity ()				
Occupational License () Insurance () Worker's Comp () Affidavit () Background Check Principal ()				
Comments:				

You MUST read before filling out the Firm's and Employee's Applications.

This is your item check list: If items are not checked, the firm's & employee's applications are subject to being returned and thereby delaying the process of your application and subject to late fees.

Reminder---Make sure all Firm's & Employee's Applications are signed and have the necessary signatures signed in blue ink.

*****Note***Changes in physical address, endorsements, or ownership require the completion of a new application form & new fees will apply, if not done at renewal.**

Equipment needed for Life Safety endorsements---Please reference Rules L.A.C. 55:V:3053.

*******(See website www.lasfm.org for blank application.) Please read the Laws & Rules for any additional licensing requirements.**

******* Also, submit Employees digital pictures on CD (disk) for pocket ID in JPG format.**

Please place a check by each item and return with packet, acknowledging that the items are included in firm's packet that is being submitted to the Office of State Fire Marshal for processing the firm's & employee's applications. If renewing, please include a copy of the renewal notice.

Firm: (Items that must be submitted) Must submit the following items with application: Reminder---Make sure all Firm's & Employee's applications are signed and have the necessary signatures signed in blue ink.

____ 1. If the firm is located in the state of Louisiana, provide a current Occupational License from either the parish or city in which the firm is located.

____ 2. General Liability & Worker's Compensation insurance certificate MUST be faxed (225-925-3699) or mailed to this office by your insurance agent. The Insurance Certificate MUST note in the description of operations: "Life Safety & Property Protections & MUST have the current physical address of the firm. If the owner(s) is the only employee(s), the firm does not need to carry worker's comp.

____ 3. All principals must provide the information requested at the bottom of application on page 4 and sign and date the form. You MUST also send a copy of driver's license for each principal. (For Property Protection firms, by signing this form you authorize the fire marshal's office to conduct a criminal records background check.)

____ 4. Submit **only one** company check or money order with both the Firm & Employee applications and **do not staple check to the paperwork**. The check or money order shall be made payable to Office of the State Fire Marshal & must be included with the application(s) submitted.

____ 5. Include all required qualifier certifications and notarized affidavits for your qualifiers with the application. This means the following:

If your firm is applying or renewing, the endorsements for Fire Sprinkler Designer (NICET Level III Sprinkler Layout & Design), Fire Sprinkler Inspector (Provisional or NICET Level I in Inspection & Testing of Water Based Systems), Fire Alarm Required (NICET Level III Fire Alarms), and Fixed Fire Suppression (NICET Level III Special Hazards) the firm must include a current NICET certificate & a signed & notarized affidavit for qualifier. If your firm has a DOT Hydrostatic Testing endorsement, must submit your current U.S. DOT certification.

____ 6. Qualifiers of All endorsement types MUST live within 150 miles of the firm that he qualifies. (Property Protection office must be located in the State of Louisiana)

Employee: (Items that must be submitted) All employees of a firm must be W-2 paid employees.

____ 7. Note****Current Employee's digital color photograph must be saved to a CD Disk in JPG format and submitted with the application. The employee's photograph is to show their whole face. Note: Photos with sunglasses, hats, etc. will not be accepted.

____ 8. MUST Submit a copy of the Employee's driver's license.

____ 9. Fire Sprinkler Inspector applying or renewing must submit (a copy of the written modules that he/she has passed for the following) for the 1st year of renewal (NICET Level I Inspection & Testing of Water Based Systems or one of the courses listed in the memo dated 03/12/08 on our website), in the 2nd year of renewal (NICET Level II Inspection & Testing of Water Based Systems).

Please fill out the name and address of the designated qualifier for the firm for each endorsement type. ***Note*** A firm can have multiple qualifiers for each endorsement.

NOTE: The designated qualifier for all endorsements types **MUST** live within 150 miles from the office in which he/she qualifies. Any additional qualifiers can be added to the back of this page.

Definition of a qualifier: means a person who possesses the appropriate training or experience credentials enabling a firm to obtain a life safety and property protection license.

Name	Address	Phone Number	Type of Endorsement
1.			
2.			
3.			
4.			
5.			

Name of Monitoring Stations to be used:

1. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

2. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

3. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Ownership of Firm:

Check and complete the section below that applies to your company. In the case of partnerships and corporations, all partners, principals and officers personal information must be shown. A principal is defined as one who holds an office in the corporation, is a board member or holds at least 5% interest in the company.

Place a check (✓) next to the type of firm's Ownership:

() Corporation/LLC

() Partnership

() Individual

CERTIFICATION

I certify and declare that all information contained in this application is true and correct and that I have read and understood its contents. I also understand that any willful omission or falsification of pertinent information required in this application is justification for the denial, suspension and/or revocation of my firm's license.

I hereby certify and declare that the firm's licensed employees are W-2 paid. I understand that any willful omission or falsification of pertinent information is justification for denial, suspension or revocation of firm's & employee's license by the Office of the State Fire Marshal. (R.S. 40:1664.6(A) and R.S.40:1664.7(A-E))

I hereby certify by signature below that I have not been convicted of a felony, received a first time offender pardon for a felony or entered a plea of guilty or nolo contendere on any felony charge. I also by signature below authorize the Office of the State Fire Marshal to make a criminal records check using identifying information provided in this application and hereby waive any privacy interests in that information for the limited purposes of this application.

- ❖ Life Safety license endorsements are not subject to background checks.
- ❖ Also, include a copy of all principals driver's license.
- ❖ Signatures of all principals are still required.

PLEASE SIGN IN BLUE INK ONLY!

****All principals must sign & date and if the firm holds a Property Protection endorsement, MUST also fill out all of the personal information. Also, include a copy of principal's driver's license. For more than (3) principals, please use the back of this sheet.***** If you are a principal of a Life Safety firm, you do not have to provide your social security number on this form.

Principal (Print Name)				
Signature				
Date of Signature				
SSN				
Date of Birth				
Driver's Lic. #				
Race/Gender				
Office use only: for Background Check				

❖ All Owners, Partners, Officers and/or Principals Must Sign.
Additional signatures can be made on back of this sheet of paper.



BOBBY JINDAL
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service



H. BUTCH BROWNING
STATE FIRE MARSHAL

AFFIDAVIT FOR FIRE ALARM, **FIRE SUPPRESSION OR FIRE SPRINKLER QUALIFIERS**

State of Louisiana

Parish of _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND
APPEARED:

(Name of Qualifier)

(Signature of Qualifier)

Who, after being duly sworn, did state as follows: I hereby certify and declare that
I am a paid employee (W-2 or K-1 and working a minimum of 32 hours per week) of:

(Name of Firm)

and furthermore, shall not be affiliated with any other company in my fire marshal
licensed capacity as long as I am employed by the aforementioned firm. I will primarily
and actively engage in integrating and direct supervising the certification, inspection,
installation and servicing of those fixed fire extinguishing, fire alarm and/or sprinkler
systems that the above firm designs, sell, installs and services as long as I am employed
as the aforementioned firm's qualifying employee.

Thus done and signed before me on the _____ day of _____, 20____.

_____, No. _____
(NOTARY PUBLIC)

LIFE SAFETY AND PROPERTY PROTECTION

EMPLOYEE LICENSING REQUIREMENTS

1. **Please complete all applications and signatures in blue ink only.**
2. Submit completed application that is signed by employee and employer.
Note: **Employee cannot** have a P. O. Box for a physical address.
3. Applicants **must** submit a digital color photograph of themselves that shows the whole face. Digital photographs must be saved to a CD Disk in JPG format and submitted with the application. **Photos with sunglasses, hats, etc. will not be accepted.** Failure to send the photo will result in a delay of the process.
4. Submit a copy of applicant's driver's license. This will enable our office to verify required information.
5. Submit a company check or money order made payable to "**Office of the State Fire Marshal**". **NO CASH or PERSONAL CHECKS accepted.**
6. All employees must be W-2 paid employees of the firm for which they work.
7. See the chart below for the requirements needed for each license type for which you are applying:

NOTE: Each person MUST fill out the first two (2) pages of the employee application and sign the second sheet. Those with the fire alarm, fire suppression or fire sprinkler endorsements MUST fill out the affidavit along with the application.

NOTE: You should notify this office within ten (10) days, by use of an application, if there are any changes of personal address, phone number or company.



Bobby Jindal
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service



H. "Butch" Browning
STATE FIRE MARSHAL

October 29, 2008

To: All Life Safety and Property Protection Contractors
From: Boyd Petty, DSFM Manager, Licensing Section

Re: Life Safety and Property Protection Initial Certification Requirements
Licensing Section Memo 3-2008

Per R.S. 40:1664.11, the Life Safety and Property Protection (LSPP) Advisory Board is authorized to establish all initial certification requirements for those firms and individuals seeking licensure to perform life safety and property protection contracting in the state. On August 11, 2008, the LSPP Advisory Board established the attached initial certification requirements.

The fire marshal will continue to offer examinations until the end of December, 2008. After which time, any applicant seeking to become licensed **must** meet the initial certification requirements established by the LSPP Advisory Board. Any new applicant who meets the certification requirements of the LSPP Advisory Board prior to December 31, 2008 will be eligible to become licensed without additional testing by the fire marshal's office. Additional certifications may be periodically added to this list and will be posted on the fire marshal's website located at www.lasfm.org.

Should you have any questions regarding this memo, please contact me at 1-800-256-5452 or 225-925-7047.

"Is Yours Working?"
Smoke Detectors Save Lives
Office of the State Fire Marshal, Code Enforcement and Building Safety
8181 Independence Boulevard, Baton Rouge, LA 70806
(225) 925-4911 1-800-256-5452

INITIAL LICENSING REQUIREMENTS AS ESTABLISHED BY THE LIFE SAFETY AND PROPERTY PROTECTION ADVISORY BOARD (Revised 8-12-2008-Authority R.S. 40:1664.11 G)

These minimum requirements will be effective for initial employee licensees beginning January 1, 2009.

1. LIFE SAFETY TECHNICIANS**A. SPRINKLER INSPECTION**

1. A provisional license will be issued for the first year;
2. By the first renewal date one of the following must be obtained:
 - a. National Institute for Certification of Engineering Technicians (NICET) 1 Certification in Inspection and Testing of Water Based Fire Protection Systems; or
 - b. Oklahoma State University (OSU) Sprinkler Course; or
 - c. Qualified Apprentice Program (National Fire Sprinkler Association (NFSA) American Fire Sprinkler Association Apprenticeship or Sprinkler Fitters Local 669 Joint Apprenticeship & Training Committee Program); or
3. NICET 2 Certification (or higher) in Inspection and Testing of Water Based Fire Protection Systems by the second renewal date.

B. FIRE ALARM TECHNICIAN

1. National Training School (NTS) Fire Alarm Installation Methods; or
2. Automatic Fire Alarm Association (AFAA) Basic or Intermediate Fire Alarm Systems Course; or
3. NICET 2 (or higher) Certification in Fire Alarm Systems.

C. NON-REQUIRED FIRE ALARM TECHNICIAN

1. AFAA Basic or Intermediate Fire Alarm Systems Course; or
2. NTS Fire Alarm Installation Methods Course; or
3. NICET 2 (or higher) Certification in Fire Alarm Systems.

D. FIRE ALARM OWNER TECHNICIAN

1. AFAA Basic or Intermediate Fire Alarm Systems Course; or
2. NTS Fire Alarm Installation Methods Course; or
3. NICET 2 (or higher) Certification in Fire Alarm Systems.

E. FIXED FIRE SUPPRESSION TECHNICIAN

1. National Association of Fire Equipment Distributors (NAFED) Engineered Extinguishing Systems Exam; or
2. Fire Suppression Systems Association (FSSA) Certification/Testing; or
3. NICET Level 2 (or higher) Certification Special Hazards Suppression Systems or previous Special Hazards Layout.

F. PRE-ENGINEERED TECHNICIAN

1. Fire Protection Certification, Inc. (FPC) Pre-Engineered Suppression Course; or
2. NAFED Pre-Engineered Suppression and Industrial ICC Certification Program; or
3. NICET 2 (or higher) Certification in Special Hazards Suppression Systems or previous Special Hazards Layout.

G. KITCHEN SUPPRESSION TECHNICIAN

1. FPC Pre-Engineered Suppression Course; or
2. NAFED ICC Pre-Engineered Suppression ICC Certification Program.

H. PORTABLE FIRE EXTINGUISHER/FIRE HOSE TECHNICIAN

1. FPC Portable Fire Extinguisher Course; or
2. NAFED Portable Fire Extinguisher ICC Certification Program; or
3. LSU Fire & Emergency Training Institute Portable Fire Extinguisher/Fire Hose Testing Course.

I. DOT HYDROSTATIC TESTING

1. Hydrostatic Equipment Manufacturer Certification /Department of Transportation (DOT) Hydrostatic Testing Course

2. PROPERTY PROTECTION TECHNICIANS**A. SECURITY TECHNICIAN**

1. NTS Level 1 Certified Alarm Technician Course; or
2. Elite CEU Level 1 Course; or
3. Advance Burglar Alarm Technician combined with Fire Alarm Installation Methods Course.

B. SECURITY SALES

1. A provisional license will be issued for the first year;
2. By the first renewal date, one the following must be obtained:
 - a. NTS Understanding Alarms Course; or
 - b. ADT Security Services, Inc. Residential Upstart Course; or
 - c. Brinks University Sales Training.
 - d. NTS level 1 Certified Alarm Technician Course.

C. CCTV SPECIALIST

1. ALOA CCTV/Digital Video and Audio Course; or
2. ALOA CCTV Basics Course; or
3. NTS Video System Technologies Course.

D. HOUSEHOLD FIRE TECHNICIAN

1. NTS Fire Alarm Installation Methods Course; or
2. AFAA Basic or Intermediate Fire Alarm Systems Course.

E. DOOR HARDWARE SPECIALIST

1. Door and Hardware Institute Certification; or
2. Manufacturer Certification.

F. LOCKSMITH (Electronic or Mechanical locks)

1. ALOA Six-Day Basic Locksmithing Course; or
2. ALOA Certified Registered Locksmith (CRL); or
3. ALOA Certified Professional Locksmith (CPL); or
4. ALOA Certified Master Locksmith (CML); or
5. Certificate of Graduation from a Department of Labor Apprenticeship Program; or
6. US Military School or Specialty Rating/Qualification/Designation; or
7. Lockmasters Security Institute Professional Locksmithing Course; or
8. Cothron's Locksmith Basic Field Locksmith Operations Course; or
9. Pop-A-Lock Fundamentals of Locksmithing Course.

G. LIMITED LOCKSMITH (Mechanical locks only)

1. ALOA Six-Day Basic Locksmithing Course; or
2. ALOA Certified Registered Locksmith (**CRL**); or
3. ALOA Certified Professional Locksmith (**CPL**); or
4. ALOA Certified Master Locksmith (**CML**); or
5. Certificate of Graduation from a Department of Labor Apprenticeship Program; or
6. US Military Locksmith Specialty Rating/Qualification/Designation; or
7. Lockmasters Security Institute Professional Locksmithing Course; or
8. Cothron's Locksmith Basic Field Locksmith Operations Course; or
9. Pop-A-Lock Fundamentals of Locksmithing Course.

H. BANK LOCKING SPECIALIST

1. ALOA Six-Day Basic Locksmithing Course; or
2. ALOA Certified Registered Locksmith (**CRL**); or
3. ALOA Certified Professional Locksmith (**CPL**); or
4. ALOA Certified Master Locksmith (**CML**); or
5. Certificate of Graduation from an Apprenticeship Program; or
6. US Military School or Specialty Rating/Qualification/Designation; or
7. Lockmasters Security Institute Professional Locksmithing Course; or
8. Cothron's Locksmith Course; Basic Field Locksmith Operations; or
9. Pop-A-Lock Fundamentals of Locksmithing Course.

I. DETENTION LOCKING SPECIALIST

1. Southern Folger Detention Equipment Company Certified Detention Equipment Field Operations Contractor Program.

NOTE:

- All Technical Training for licensing/qualification must include a test with a pass/fail result.
- A copy of the training certificate must accompany an application for an individual license.
- Each endorsement requested must have its own training certification documentation.
- An individual is not eligible to perform Life Safety and Property Protection work until he receives a valid license from the Office of the State Fire Marshal.



KATHLEEN B. BLANCO
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service



PAUL E. SMITH
STATE FIRE MARSHAL

July 9, 2007

To: All Life Safety and Property Protection Contractors

From: Boyd Petty, DSFM Manager, Licensing Section

Re: Life Safety and Property Protection Continuing Education Requirements

Licensing Section Memo 2-2007

Per R.S. 40:1664.11, the Life Safety and Property Protection Advisory Board is authorized to establish all initial certification and continuing education requirements for those firms and individuals seeking licensure to perform life safety and property protection contracting in the state. On June 19, 2007, the Life Safety and Property Protection Advisory Board established the following continuing education requirements effective at an individual's renewal in 2008.

Life Safety and Property Protection Continuing Education Requirements

Effective at the time of an individual's renewal in **2008**, each individual license holder must document that he/she has obtained at least **six (6)** contact hours of continuing education. Documentation will be in the form of a statement (provided on the license application) that the individual must sign affirming he/she has met the requirement.

For those individuals who hold a Life Safety endorsement and a Property Protection endorsement, three (3) contact hours must be obtained in each area. For example, an individual who has a fire alarm endorsement (Life Safety) and a security endorsement (Property Protection) on his license must have three hours of continuing education in courses related to fire alarm and three hours in courses related to security.

The employer will also be required to affirm the employee has met the requirements by affirming such on the employee's renewal application (again provided on the application). Continuing education documentation is not required to be submitted with the application but rather kept on file in the employee's personnel file. This documentation will be verified when a facility inspection is done by the fire marshal's office. All documentation dated from January, 2005 to present will be accepted for renewals in 2008.

Those who do not meet this requirement will not be renewed and prevented from working in the industry. Administrative penalties will be pursued against those found falsifying documentation.

Should you have any questions regarding these matters, please contact me at 1-800-256-5452 or 225-925-7047.

"Is Yours Working?"

Smoke Detectors Save Lives

Office of the State Fire Marshal, Code Enforcement and Building Safety

8181 Independence Boulevard, Baton Rouge, LA 70806

(225) 925-4911 1-800-256-5452

Accepted Continuing Education Courses and General Guidelines

1. Advisory Board Approved Training - (To be determined on a case by case basis).

Currently accepted courses:

- A. Any Automatic Fire Alarm Association (AFAA) course;
- B. Any National Training School (NTS) course;
- C. Any National Burglar and Fire Alarm Association (NBFAA) course;
- D. Any National Association of Fire Equipment Distributors (NAFED) course;
- E. Any Fire Protection Certification, Inc. (FPC) course;
- F. Any American Fire Sprinkler Association (AFSA) course;
- G. Any course accepted for maintaining a National Institute for Certification in Engineering Technologies (NICET) Certification in fire alarm, special hazards or fire sprinkler.
- H. Any Associated Locksmiths of America (ALOA) course;
- I. Any Lockmasters Locksmithing course;
- J. Any Foley-Belshaw Locksmithing course;
- K. Any Cothron's School of Professional Locksmithing course;
- L. The locksmith examination prep course offered by the Louisiana Life Safety and Security Association (LLSSA);
- M. The Identocard Systems Course;
- N. The Sonitrol University Sales Course;
- O. Any National Fire Protection Association Course.

Unless otherwise noted, each of the above courses will receive the actual number of contact hours of training assigned by the above school.

2. Association-Related Meetings – **One (1)** contact hour per meeting (maximum).

Acceptable associations include:

- A. Louisiana Life Safety and Security Association;
- B. National Burglar and Fire Alarm Association;
- C. Louisiana Automatic Fire Alarm Association;
- D. Automatic Fire Alarm Association;
- E. National Fire Protection Association;
- F. Central Station Association;
- G. Security Industry Association;
- H. National Association of Security Industry Regulators;
- I. Life Safety and Property Protection Advisory Board;
- J. Louisiana Automatic Sprinkler Association;
- K. LouMiss Locksmith Association;
- L. ArkLaTex Locksmith Association;
- M. Louisiana Door Hardware Association;
- N. Fire Suppression Systems Association;
- O. American Society for Industrial Security.

(Other associations may be accepted by the Advisory Board.)

3. Regulatory Training – **Two (2)** contact hours per course (maximum). (Delivered by a Governmental Agency Only)

4. Industry Specific Trade Shows – **One (1)** contact hour per show/event (maximum).
5. Manufacturer/Dealer Certification Training – **One (1)** contact hour per actual number of contact hours of training received with a maximum of **six (6)** contact hours per day permitted.
6. Safety Training - **Two (2)** contact hours per course (maximum).
(First Aid, OSHA, etc. taught by a recognized training or safety organization)
7. Industry related classroom study obtained through a nationally or state accredited technical school, trade school, vo-tech school, college or university - **One (1)** contact hour per actual number of contact hour of training received with a maximum of **six (6)** contact hours per course per day permitted.
8. Business Development Training - **Two (2)** contact hours per course (maximum).
(Examples include leadership and supervision courses, marketing, insurance, etc.)

An employee may be granted contact hours for each time he attends any course approved for continuing education.

Employer provided training is not acceptable for continuing education credits, unless previously approved by the Life Safety and Property Protection Advisory Board.



BOBBY JINDAL
GOVERNOR



H. BUTCH BROWNING
STATE FIRE MARSHAL

LIFE SAFETY AND PROPERTY PROTECTION EMPLOYEE APPLICATION

Place a check (☒) next to the type of application applying for:

(☐) **Initial** (Fees on 2nd Page) (☐) **Revision** (\$20.00) (☐) **Renewal** (☐) **Duplicate** (\$20.00)
(New or reinstatement) (Change in existing information) (Fees on 2nd Page) (To replace lost license)

PLEASE PRINT ALL AND SIGN IN BLUE INK ONLY

				SFM Employee License #	
Applicant's First Name		Applicant's Middle Name		Applicant's Last Name	
Applicant's Physical Home Address			City	State	Zip
Area Code & Home Phone Number ()		Applicant's E-Mail Address		Date of Birth / /	
Social Security Number --- ---	Race	Gender (<input type="checkbox"/>) Male (<input type="checkbox"/>) Female	Driver's License Number		State
Has applicant ever been convicted of a felony? (<input type="checkbox"/>) Yes (<input type="checkbox"/>) No (This information is only for Property Protection Licenses) If yes, please explain:					
Firm's Name		Firm's Contact Person		SFM Employer License#	
Firm's Physical Address				Firm's Contact Phone Number	

For Office Use Only

Receipt # () Date () Amount () Quantity ()					
Test Score Fire () Test Score Locksmith/CCTV () Driver's License ()					
2 Pictures () Signatures () Affidavit ()					
Background Check () Date () Initials () SID # ()					
Comments:					

Please mail completed application, along with the proper attachments, photos and fees to:

Office of the State Fire Marshal, 8181 Independence Blvd., Baton Rouge, LA 70806
225-925-4911 or 800-256-5452 www.lasfm.org

MUST submit the following items with this application:

1. **Note******Employee's digital color photograph must be saved to a CD Disk in JPG format and submitted with the application. The employee's digital picture is to show their whole face.
2. Submit a copy of your driver's license.
3. A company check or money order made payable to Office of the State Fire Marshal must be included.
4. Qualifier's of ALL endorsement types MUST live within 150 miles of the firm that he/she qualifies.
5. If upgrading, which is purchasing new endorsement, a copy of the course certificate must be attached to application. (See below amount of fees ex: Revision-\$20 + New Endorsement--\$100.00 total \$120).

Place a check (✓) by the type of license for which you are applying or renewing:

Property Protection License Types:

Check Here	Type of License	Initial Fee	Renewal Fee	Check Here	Type of License	Initial Fee	Renewal Fee
	Security	\$100	\$50		Bank Locking	\$100	\$50
	Security Sales	\$100	\$50		Detention Locking	\$100	\$50
	Locksmith	\$100	\$50		Closed Circuit Television	\$100	\$50
	Limited Locksmith	\$100	\$50		Household Fire	\$100	\$50
	Door Hardware	\$100	\$50		Property Protection Apprentice	\$50	\$50

Life Safety License Types:

Check Here	Type of License	Initial Fee	Renewal Fee	Check Here	Type of License	Initial Fee	Renewal Fee
	Fire Sprinkler – Qualifier	\$100	\$50		Fixed Fire Suppression	\$50	\$50
	Fire Sprinkler - Inspector	\$100	\$50		Pre-Engineered	\$50	\$50
					Kitchen Suppression	\$50	\$50
	Fire Alarm	\$50	\$50		Fire Extinguishers/ Hoses	\$50	\$50
	Fire Alarm (Non-required)	\$50	\$50		Hydrostatic Testing - DOT	\$25	\$25
	Fire Alarm (Owner)	\$50	\$50		Life Safety Apprentice	\$50	\$50

Revision Fees & Duplication Fees

	Revision	\$20	For: Name & Address change, Qualifier Change, Transferring to new firm, Upgrade, which is purchasing a new endorsement (see above fees ex: \$20 + \$100 = total \$120).
	Duplication	\$20	To replace lost license.

I hereby certify by signature below that I have not been convicted of a felony, received a first time offender pardon for a felony or entered a plea of guilty or nolo contendere on any felony charged. I also, by signature below, authorize the Office of the State Fire Marshal to make a criminal records check using identifying information provided in this application and hereby waive any privacy interests in that information for the limited purposes of this application.

I hereby certify and declare that I am a W-2 paid employee of the firm listed on this application and that all information contained in this application is true and correct. I understand that any willful omission or falsification of pertinent information required on this application is justification for denial, suspension or revocation of my license by the Office of the State Fire Marshal. (R.S. 40:1664.7(A-E))

I hereby affirm that I have met the requirements for continuing education as established by the Life Safety and Property Protection Advisory Board.

PLEASE SIGN IN BLUE INK ONLY

Print Employee's Name

Employee's Signature

____/____/____
Date of Hire

____/____/____
Date of Signature

Supervisor's Signature

____/____/____
Date of Signature



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service



AFFIDAVIT FOR FIRE ALARM,
FIRE SUPPRESSION OR FIRE SPRINKLER QUALIFIERS

State of Louisiana

Parish of _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND
APPEARED:

(Name of Qualifier)

(Signature of Qualifier)

Who, after being duly sworn, did state as follows: I hereby certify and declare that
I am a paid employee (W-2 or K-1 & working a minimum of 32 hours per week) of:

(Name of Firm)

and furthermore, shall not be affiliated with any other company in my fire marshal
licensed capacity as long as I am employed by the aforementioned firm. I will primarily
and actively engage in integrating and direct supervising the certification, inspection,
installation and servicing of those fixed fire extinguishing, fire alarm and/or sprinkler
systems that the above firm designs, sell, installs and services as long as I am employed
as the aforementioned firm's qualifying employee.

Thus done and signed before me on the _____ day of _____, 20____.

_____, No. _____
(NOTARY PUBLIC)

Life Safety & Property Protection Licensing Law

ACT No. 307

To amend and reenact R.S. 36:409(M) and 919.3 and R.S. 40:1646, to enact Subpart D-3 of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, to be comprised of R.S. 40:1664.1 through 1664.16, and to repeal Subpart D of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, comprised of R.S. 40:1625 through 1638, Subpart E of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, comprised of R.S. 40:1651 through 1661, and Subpart F of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, comprised of R.S. 40:1662.1 through 1662.19, relative to life safety and property protection licensing; to provide for definitions; to provide for licensure; to provide for exemptions from licensing; to provide for a firm license; to provide for an individual license; to provide for background checks; to provide for fees; to provide for powers and duties of fire marshal; to provide for an advisory board; to provide for prohibited acts; to provide for revocation of license; to provide for penalties; to provide for effect on local regulation; to provide for effective date; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 36:409(M) and 919.3 are hereby amended and reenacted to read as follows:

§409. Transfer of agencies to Department of Public Safety and Corrections

M. The Louisiana Life Safety and Property Protection Advisory Board (R.S.40:1664.1 et seq.) is placed within the Department of Public Safety and Corrections as provided in R.S. 36:919.3.

§919.3. Transfer; Louisiana Alarm Services Life Safety and Property Protection Advisory Board

The Louisiana Life Safety and Property Protection Advisory Board, placed in the Department of Public Safety and Corrections by the provisions of R.S. 36:409(M), shall exercise and perform its powers, duties, functions, and responsibilities as provided for agencies transferred pursuant to this Part. However, the board shall advise the state fire marshal with respect to administration and enforcement of R.S. 40:1664.1 et seq. and shall retain the authority to approve acceptable equivalents for meeting certain licensure requirements and to establish continuing education requirements as further provided in R.S. 40:1664.11.

Section 2. R.S. 40:1646 is hereby amended and reenacted and Subpart D-3 of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, comprised of R.S.40:1664.1 through 1664.16, is hereby enacted to read as follows:

SUBPART D-2. INSPECTION OF FIRE SPRINKLER SYSTEMS LIFE SAFETY SYSTEMS AND EQUIPMENT

§1646. State fire marshal; owners; life safety systems and equipment inspections

A. The fire marshal is authorized to cause the inspection and testing of all life safety systems and equipment in the state, whether in public or private buildings, during installation or immediately after installation to determine compliance with applicable standards.

B. The owner of any building containing a life safety system and equipment shall cause at a minimum an annual inspection to be made of the fire sprinkler life safety system and equipment in that building to assure compliance with applicable safety standards and to determine whether structural changes in the building or in the contents of the building mandate alteration of a system.

C. Life safety systems and equipment includes but is not limited to fire sprinkler, fire alarm, fire suppression, special locking systems and equipment, and portable fire extinguishers.

SUBPART D-3. LIFE SAFETY AND PROPERTY PROTECTION LICENSING

§1664.1. Short title

This Subpart shall be known as and may be cited as the "Life Safety and Property Protection Licensing Act".

§1664.2. Purpose; administration and enforcement

A. The purpose of this Subpart is to regulate the certifying, inspecting, installation, integrating, selling, and servicing of life safety and property protection systems and equipment and to prohibit the use of life safety and property protection systems and equipment which are not properly labeled in accordance with the rules adopted by the state fire marshal in the interest of safeguarding lives and property.

B. The state fire marshal shall administer and enforce the provisions of this Subpart and may issue rules and regulations which he considers necessary to such administration and enforcement pursuant to the Administrative Procedure Act. In formulating necessary rules and regulations, the fire marshal may use recognized standards, including those of the National Fire Protection Association, those recognized by federal law or regulation, those published by nationally recognized standards-making organizations, those industry standards established by accepted practices or trade associations, or those contained in manufacturers' installation manuals.

C. The state fire marshal shall have the authority to charge and collect such fees as provided for in this Subpart.

D. The Louisiana Life Safety and Property Protection Advisory Board shall advise the fire marshal with respect to administration and enforcement of the provisions of this Subpart and shall exercise those functions specified in this Subpart.

§1664.3. Definitions

As used in this Subpart, the following terms shall have the meanings specified in this Section:

(1) **"Apprentice"** means a person who is licensed to work under the direct supervision and accompaniment of a technician who is licensed to the same firm and holding a valid license to perform the same acts.

(2) **"Bank-locking specialist"** means an individual licensed to certify, inspect, install, integrate, sell, and service mechanical and or electric locks within the confines of a bank, credit union, or other financial institution.

(3) **"Board"** means the Louisiana Life Safety and Property Protection Advisory Board.

(4) **"Certify"** means to attest to the proper functionality, inspection, installation, integration, and service of life safety and property protection systems and equipment in accordance with all applicable engineered specifications, manufacturer's specifications, submitted plans and per the inspection, testing, and maintenance chapters as set forth in the applicable NFPA codes and standards.

(5) **"Closed circuit television alarm system"** means a system that provides video surveillance of events, primarily by means of transmission, recording, or transmission and recording of visual signals through the use of cameras, receivers, monitors, computer, and other visual imaging systems. Closed circuit television alarm systems are a subclassification of security.

(6) **"Closed circuit television alarm specialist"** means an individual licensed to certify, inspect, install, integrate, sell, and service closed circuit television alarm systems.

(7) **"Designated agent"** means an owner or a manager of an alarm contracting company or single station fire alarm contracting company, a locksmithing services company, or closed circuit

television alarm system contracting company who has been assigned the responsibility of submitting any notice required by this Subpart to the fire marshal.

(8) "Detention locking specialist" means an individual licensed to certify, inspect, install, integrate, and service locks and locking systems within the confines of a penal institution only.

(9) "Direct supervision" means oversight of a firm's operations by a qualifier or onsite supervision by a licensed technician or specialist of an apprentice or consultant. The technician or specialist can supervise an apprentice or consultant only in areas he is licensed to perform. Both the technician and apprentice must be licensed to the same firm.

(10) "Door hardware specialist" means an individual who consults and provides technical advice regarding selection of mechanical locking devices and consults and provides technical advice regarding selection of electrical or electronic locking devices for controlled access to premises, safes, vaults, safe doors, lock boxes, automatic teller machines, or other devices.

(11) "DOT" means the United States Department of Transportation.

(12) "DOT hydrostatic testing specialist" means an individual licensed to certify, inspect, and service fire protection cylinders by approved hydrostatic methods and in accordance with NFPA codes and the United States Department of Transportation.

(13) "Employee" means a person who performs services for wages or salary.

(14) "Engineered fire suppression system" means fire suppression systems individually integrated or altered in accordance with nationally recognized fire protection system design standards and manufacturer's guidelines.

(15) "Fire detection and alarm systems" means those assemblies of wiring, electronic transmitting devices, detection devices, and related equipment for the detection of products of combustion or flammable gases, heat and for alerting occupants, including fire department personnel, of a fire emergency.

(16) "Fire detection and alarm system owner specialist" means an individual who is employed by the owner of a fire detection and alarm system and who is licensed only to perform routine inspection and minor service and repair of fire detection and alarm systems within his employer facilities.

(17) "Fire detection and alarm system specialist" means an individual licensed to certify, inspect, install, integrate, and service nonrequired fire detection and alarm systems.

(18) "Fire detection and alarm system technician" means an individual licensed to certify, inspect, install, integrate, and service both required and nonrequired fire detection and alarm systems.

(19) "Fire hose" means a flexible conduit used to convey water.

(20) "Fire protection systems and equipment" means those life safety and property loss systems, whether commercial or residential, intended to protect a structure's occupants or property from the risk and dangers of fire or explosion. Fire protection systems and equipment include but are not limited to portable fire extinguishers, fire detection and alarm systems, fire suppression systems, fire hoses, kitchen hood, and duct installation and cleaning. However, the term "fire protection system and equipment" shall not include a single station smoke or heat detector installed in a private residence by a fire department, the fire marshal, a public agency, a volunteer association, or their designated representatives where no compensation is received for such installation.

(21) "Fire sprinkler systems and equipment" means those life safety systems intended to protect a structure's occupants or property from the risk and dangers of fire or explosion. Fire sprinkler systems and equipment include but are not limited to water-based fire protection systems, fire pumps, standpipe systems, and hose stations.

(22) "Fire sprinkler systems and equipment inspector" means an individual licensed to certify and inspect water-based fire protection systems, fire pumps, standpipe systems, fire hoses, and hose stations.

- (23) **"Firm"** means a sole proprietorship, partnership, corporation, limited liability company, or any other entity.
- (24) **"Firm license"** means that document authorizing a firm to perform life safety and property protection contracting for those endorsements held.
- (25) **"Fixed fire suppression systems"** means those assemblies of piping, conduits, or containers that convey liquid, powder, or gases to dispersal openings or devices protecting one or more hazards by suppressing or extinguishing fires, but shall not include fire sprinkler systems, as defined in this Subpart.
- (26) **"Fixed fire suppression systems technician"** means an individual licensed to certify, inspect, install, integrate, and service fixed fire suppression systems.
- (27) **"General endorsement"** means a broad category of license authorizing its holder to perform multiple aspects of life safety and property protection contracting.
- (28) **"Household fire warning system"** means a fire alarm, fire alarm system, or portion of such an alarm or system intended to detect or warn of smoke or fire and intended for use in a residential one- or two-family dwelling or wholly within the confines of an individual living unit in a residential multifamily structure.
- (29) **"Household fire warning system specialist"** means an individual licensed to certify, inspect, install, integrate, and service household fire warning systems.
- (30) **"DOT hydrostatic testing"** means pressure testing fire protection cylinders by approved hydrostatic methods and in accordance with NFPA codes and the U.S. Department of Transportation.
- (31) **"Individual license"** means that document authorizing an individual to perform life safety and property protection contracting for those endorsements held.
- (32) **"Inspect"** means a visual examination of life safety and property protection systems or equipment to verify that it appears to be in operating condition and is free of physical damage.
- (33) **"Install"** means the initial placement of life safety and property protection systems or equipment or an extension of such after initial placement.
- (34) **"Intrusion alarm"** or **"intrusion alarm system"** means an alarm, alarm system, or portion of such an alarm or system intended to detect an unauthorized entry or other emergency, not including a fire, in a structure.
- (35) **"Integrate"** means the act of utilizing accepted and approved life safety and property protection systems or equipment and components in accordance with manufacturers' direction to develop a unified and functioning system meeting applicable NFPA codes and standards.
- (36) **"Kitchen suppression specialist"** means an individual licensed to certify, inspect, install, integrate, and service pre-engineered fire suppression systems protecting kitchen appliances.
- (37) **"Life safety and property protection contracting"** means performing certification, inspection, installation, integration, sale, or service of mechanical locking, special locking, security, fire sprinkler, fire alarm, fire suppression, or other fire systems and equipment. Life safety contracting includes but is not limited to the sale, lease, rent, planning with the intent to prewire, prewiring, hydrostatic testing, maintenance, repair, testing, modification, improvement, or alteration of life safety systems and equipment; holding oneself or one's firm out for hire to perform any such task; or otherwise offering to perform any such task for compensation, either directly or indirectly. Notwithstanding any other provision of this Subpart, no person licensed under this Subpart may install primary power sources of one hundred volts or greater when such power source is being installed to operate low voltage systems unless licensed by the State Licensing Board for Contractors to perform such installations.
- (38) **"Limited locksmith specialist"** means an individual who sells, repairs, rebuilds, recodes, services, adjusts, installs, manipulates, or bypasses a mechanical locking device for safeguarding areas. The term does not include special locking systems or closed circuit television alarm systems.

- (39) **"Locksmith technician"** means an individual who sells, repairs, rebuilds, recodes, services, adjusts, installs, manipulates, or bypasses a special locking system, mechanical locking device or electrical locking devices for controlled access or egress to premises, safes, vaults, safe doors, lock boxes, automatic teller machines, or other devices for safeguarding areas or certifies, inspects, installs, integrates, sells and services closed circuit television alarm systems.
- (40) **"Mechanical locks"** means a mechanical device or door hardware intended to control access or egress to or from a structure or area.
- (41) **"NFPA"** means the National Fire Protection Association.
- (42) **"Officer"** means the president, vice president, secretary, treasurer, comptroller, or any other person who performs functions for an alarm contracting company or single station fire alarm contracting company, a locksmithing services company or closed circuit television alarm system contracting company corresponding to those performed by those officers.
- (43) **"Operating location"** means a physical address that houses an entity that performs life safety and property protection contracting.
- (44) **"Person"** means a natural person or individual.
- (45) **"Portable fire extinguisher"** means any portable device that contains liquid, powder, or gases for suppressing or extinguishing fires.
- (46) **"Portable fire extinguisher and fire hose technician"** means an individual licensed to certify, inspect, install, and service portable fire extinguishers and fire hoses.
- (47) **"Pre-engineered fire suppression specialist"** means an individual licensed to certify, inspect, install, integrate, and service pre-engineered fire suppression systems.
- (48) **"Pre-engineered fire suppression system"** means packaged fire suppression systems which consist of system components intended to be installed according to pre-tested limitations as approved or listed by a testing laboratory.
- (49) **"Principal"** means a person or entity that owns at least five percent of a life safety and property protection contracting firm regardless of the form of organization. "Principal" includes a person or entity entitled to exercise the prerogatives or indicia of ownership or control of a life safety and property protection contracting firm whether by direct action, assignment, or any other kind of substitution or subrogation, to the extent that such person or entity would be entitled to receive at least five percent of the remaining assets of the life safety and property protection contracting firm upon dissolution. "Principal" includes, if the entity is a partnership, each partner, including any general or limited partner. "Principal" includes, if the entity is organized as a corporation, any person or entity who owns or controls five percent or more of the total aggregate number of shares of all types of stock issued by a life safety and property protection contracting firm organized as a corporation or shares of a corporation that owns or controls a life safety and property protection contracting firm. "Principal" includes any member if the entity is organized as a limited liability company.
- (50) **"Property protection systems and equipment"** means those life safety and property protection systems intended to protect lives and property from the risk of theft, unauthorized entry, or other physical harm to a structure's occupants or property. Security systems and equipment include, but are not limited to intrusion alarms, closed circuit television, mechanical locks, and electronic locks.
- (51) **"Qualifier"** means a person who possesses the appropriate training or experience credentials enabling a firm to obtain a life safety and property protection license. A qualifier must be a paid employee of the firm for which he qualifies and work a minimum of thirty-two hours per week. A qualifier must provide direct supervision of a firm's operations for which he qualifies. An individual may only qualify one firm.
- (52) **"Security sales technician"** means an individual licensed to sell or specify security systems and equipment.
- (53) **"Security systems and equipment"** means those life safety and property protection systems intended to protect lives and property from the risk of theft, unauthorized entry, or other

physical harm to a structure's occupants or property. Security systems and equipment include but are not limited to intrusion alarms, closed circuit television, household fire alarm, and special locking systems.

(54) "Security technician" means an individual licensed to certify, inspect, install, integrate, sell, and service security systems and equipment or special locking systems.

(55) "Sell" means to solicit another on behalf of a property protection firm by any means, including but not limited to telephone or electronic device, public notice or advertisement, door-to-door or any other type of personal interaction.

(56) "Service" means to repair or maintain.

(57) "Specialist" means an individual who is trained and certified to perform life safety and property protection contracting within a specific endorsement.

(58) "Special locking systems" means an electro-mechanical lock, electronic lock, or electronic locking arrangement intended to control access or egress to a structure or area.

(59) "Specialty endorsement" means a narrow category of license authorizing its holder to perform only one aspect of life safety and property protection contracting.

(60) "Technical endorsement" means a broad category of license authorizing its holder to perform multiple aspects of life safety and property protection contracting within a certain endorsement.

(61) "Technician" means an individual who is trained and certified to perform life safety and property protection contracting within a technical endorsement.

§1664.4. License required

A. No person or firm shall engage in life safety and property protection contracting without holding a current and valid license issued by the fire marshal as provided in this Subpart. Life safety and property protection contracting is divided into the three main categories of fire sprinkler, fire protection, and security. Each operating location of a firm shall hold a separate firm license.

B. No person or company shall aid, abet, facilitate, or otherwise assist any unlicensed person or firm in engaging in life safety and property protection contracting as defined in this Subpart when such person or firm knew or should have known that the person or firm assisted was unlicensed.

C. The state fire marshal may, by rule, license the owner of a life safety and property protection system or equipment and an employee of the owner to allow such employee to perform routine inspections and minor service and repairs of the life safety systems or equipment solely within the facilities of the owner. The owner shall document such service or repair and assume responsibility for all such service or repair. Such employee shall not engage in certifying, installing, or integrating such systems or equipment.

D. Each person who acts as an apprentice performing life safety and property protection contracting must apply to the state fire marshal for an apprentice license. The fire marshal shall establish the qualifications of an apprentice by rule. An apprentice may perform such services only under the direct supervision of a technician holding a valid license pursuant to this Subpart who works for the same firm as the apprentice.

§1664.5. Exemptions to licensure

The requirements for licensure shall not apply to:

(1) An officer or employee of the United States, this state, or any political subdivision of either, while engaged in the performance of his official duties within the course and scope of his employment with the United States, this state, or any political subdivision of either. However, no person or entity excepted from licensure pursuant to this Subpart shall engage in the certification, inspection, installation, integration, sale, or service of electronic locking, fire detection and alarm, fire sprinkler, fire suppression systems, or portable fire extinguishers.

- (2) Any sworn police, fire, or other peace officer or certified medical technician may open any lock or locked motor vehicle while engaged in the performance of his official duties within the course and scope of his employment, provided that he receives no additional compensation for such services.
- (3) Any owner, management firm, or public institution and such person's or entity's employees while such person or entity is certifying, inspecting, installing, integrating, selling, and servicing mechanical locks, intrusion alarm systems, or closed circuit television alarm systems, only on the premises of the owner or public institution during the normal course and scope of his duties.
- (4) A member of the building trades or building owner performing the installation or removal of complete locks or locking devices when doing so in the course of residential or commercial new construction or remodeling.
- (5) Any automotive service dealer, lock manufacturer, or manufacturer's employee engaged in servicing, installing, repairing, or rebuilding automotive locks.
- (6) Any employee of a towing service, or an automobile club, while such person is opening automotive locks in the normal course of his duties.
- (7) Any merchant or retail store that is in the business of selling, servicing, or installing intrusion alarms for motor vehicles. This exception from licensure shall also apply to the employees of the merchant or retail store but only as to work performed by them on behalf of the exempted employer.
- (8) Any merchant or retail store that is in the business of selling intrusion alarm systems or closed circuit television systems or household fire warning systems at retail to an individual end user for self-installation. This exception from licensure shall also apply to the employees of the merchant or retail store but only as to work performed by them on behalf of the exempted employer.
- (9) Any merchant or retail store that is in the business of re-coding new locks on the retail premises only or duplicating keys, except for those keys which are proprietary and those marked "do not duplicate" or "master key". This exception from licensure shall also apply to the employees of the merchant or retail store but only as to work performed by them on behalf of the exempted employer.
- (10) Any manufacturer, and his employee or representative, who acts as a consultant to a licensed firm in the certifying, inspecting, installation, integrating, selling, and servicing of life safety and property protection systems regulated by this Subpart while under the direct supervision of the licensed firm.
- (11) Any gate manufacturer or merchant that is in the business of installing, servicing, repairing, rebuilding, reprogramming, or maintaining electronic garage door devices or gate systems for vehicle traffic. This exception from licensure shall also apply to the employees of the manufacturer or merchant but only as to work performed by them on behalf of the exempted employer.
- (12) A firm or person licensed to perform electrical work by the State Licensing Board for Contractors pursuant to R.S. 37:2156.1 and 2156.2 which installs wire, conduit, or other wire raceways, its associated boxes or fittings, or installs fire alarm initiating and notification devices or intrusion alarm systems or closed circuit television systems or special locking systems in either commercial or residential property. This exception from licensure shall also apply to the employees of a firm or person exempted by this Subpart, but only as to work performed by them on behalf of the exempted employer.
- (13) A mechanical contractor licensed by the State Licensing Board for Contractors and holding a statewide mechanical work license classification issued by that board or, where applicable, a plumber licensed by the State Plumbing Board who only certifies, inspects, installs, and services water supply piping supplying sprinkler systems, stand pipe, and hose station systems, or fire pumps.

(14) A mechanical contractor licensed by the State Licensing Board for Contractors and holding a statewide mechanical work license classification issued by that board or, where applicable, a plumber licensed by the State Plumbing Board who only installs piping within a fixed fire suppression system.

§1664.6. Application for a firm license; requirements to maintain

- A.** In order to engage in life safety and property protection contracting, a firm shall apply for and obtain a license for each operating location doing business in the state and the firm must apply for each discipline for which it shall perform life safety and property protection contracting.
- B.** An applicant for a firm license shall submit the following to the fire marshal:
- (1)** A completed firm application.
 - (2)** Documentation that the firm is an entity duly authorized to conduct business within this state. If the firm is physically located in Louisiana, documentation shall be in the form of a local or parish occupational license and if incorporated, registration with the secretary of state. If the firm is physically located outside of the state, documentation shall be in the form of registration with the secretary of state as a foreign corporation.
 - (3)** An original certificate of insurance documenting that the firm has a minimum of five hundred thousand dollars general liability coverage.
 - (4)** An original certificate of insurance documenting that the firm has a current and valid worker's compensation insurance policy as required by state law.
 - (5)** The name of the person who will serve as the designated agent of the company.
 - (6)** Proof of employment of a qualifying individual with the proper certification and training at each of its operating locations for each endorsement held.
 - (7)** The application fee authorized by this Subpart.
- C.** A firm holding a property protection endorsement must be located within the physical boundaries of the state.
- D.** A firm holding a security endorsement must provide the name of each firm providing monitoring services.
- E.** Each firm as a condition of licensure shall be open for inspection by the fire marshal or his designated representative at any reasonable time for the purpose of observation and collection of facts and data relating to proper enforcement of this Subpart. No person acting on behalf of the firm shall refuse to admit the fire marshal or his designated representative to an operating location. Firms physically located outside of Louisiana may be charged for the travel expenses of the fire marshal to conduct such an inspection.
- F.** Each firm shall clearly display its license in a conspicuous location at its place of business.
- G.** The designated agent of a life safety and property protection firm shall notify the fire marshal within ten days of the following:
- (1)** Any change in the business address of the firm.
 - (2)** Any change in ownership of or interest in the firm.
 - (3)** Any change in the employment of a person holding an individual license.
 - (4)** For firms with a property protection endorsement, any owner, partner, or other principal with an interest in the firm who has been convicted of a felony or entered a plea of guilty or nolo contendere to a felony charge or received a first-time offender pardon. A felony that has been dismissed pursuant to Code of Criminal Procedure Article 893 or equivalent judicial dismissal shall not apply to this Paragraph.
 - (5)** For firms with a security endorsement only, a change of the firm providing monitoring services.
- H.** No life safety and property protection firm shall contract for the independent services of a holder of an individual license under this Section.

§1664.7. Application for an individual license; requirements to maintain

A. In order to engage in life safety and property protection contracting, an individual shall apply for and obtain a license for each discipline for which he shall perform life safety and property protection contracting. Such license shall authorize its holder to engage in life safety and property protection contracting for the endorsements listed. Each individual license holder shall maintain his license on his person while engaging in life safety and property protection contracting. Each such license holder shall present his license for inspection upon demand by an employee of the office of the state fire marshal, fire department, or a law enforcement officer.

B. Each individual license holder shall notify the fire marshal, on a form specified and provided by the fire marshal, within ten days of the following:

(1) Any change in business or home address.

(2) Any separation from an employer or change in employer.

(3) For a person holding a property protection endorsement, any conviction for a felony or entry of a plea of guilty or nolo contendere to a felony charge or receipt of a first-time offender pardon.

C. No individual licensed under this Section shall contract for his services as an independent contractor or agent with any life safety and property protection firm or with any other license holder under this Section.

D. Meet all certification, continuing education, training, and testing requirements as established by the board.

E. An individual may act as a temporary apprentice for a thirty-day calendar period commencing on the date the fire marshal receives an application from the applicant. Applications for property protection endorsements must be accompanied by a criminal record check of the applicant. Such license shall expire on the thirtieth calendar day after its commencement or on the date of issuance of an apprentice or technician license, whichever is earlier.

§1664.8. Criminal background checks

A. Each principal or officer of a firm holding a property protection endorsement must undergo and pass a criminal background check prior to the firm receiving a license pursuant to this Subpart.

B. Each person holding a property protection endorsement must undergo and pass a criminal background check prior to receiving a license pursuant to this Subpart, except as provided in R.S. 40:1664.7(E).

C. No person or officer or principal of a firm applying for a property protection license shall have been convicted of a felony, received a first-time offender pardon for a felony, or entered a plea of guilty or nolo contendere to a felony charge. A felony that has been dismissed pursuant to Code of Criminal Procedure Article 893 or equivalent judicial dismissal shall not apply to this Subpart.

D. A conviction or a plea of guilty or nolo contendere to a felony charge or receipt of a first-time offender pardon shall not constitute an automatic disqualification as otherwise required pursuant to Subsection C of this Section if ten or more years has elapsed between the date of application and the date of successful completion or service of any sentence, deferred adjudication, or period of probation or parole.

E. Subsection D of this Section shall not apply to any person convicted of a felony crime of violence specifically enumerated in R.S. 14:2(13), a sex offense as defined in R.S. 15:541 (14.1), with the exception of R.S. 14:92(A)(7) and R.S. 14:80, or a felony offense against property as enumerated in R.S. 14:51 through 62.6.

F. The office of state fire marshal, code enforcement and building safety, may consider the seriousness and circumstances of the offense and subsequent arrests.

G. The fire marshal is authorized to order fingerprint analysis or any other analysis or documents deemed necessary by the fire marshal for the purpose of verifying the criminal history of a person or named officer or principal of a firm applying for a license. The fire marshal shall have the authority to conduct criminal history verification on a local, state, or national level. All costs for verifying criminal history shall be borne by the applicant.

§1664.9. Fees; Louisiana Life Safety and Property Protection Trust Fund

A. The fire marshal is authorized to assess and collect fees pursuant to this Subpart. License endorsements are separated into the two general categories of Property Protection and Life Safety. The Property Protection category is subdivided into the Technical Endorsements of Locksmith, Special Locking, and Security. The Life Safety category is subdivided into the Technical Endorsements of Fire Sprinkler, Fire Suppression, Fire Alarm, Fire Other, and DOT Hydrostatic Testing. Technical endorsements may further be divided into specialty endorsements. A technical endorsement holder is authorized to perform all life safety and property protection contracting authorized by the specialty endorsements within the specific technical endorsement category. Specialty endorsement holders are limited to only life safety and property protection contracting authorized by that specialty endorsement.

B. The amount of licensing fees for a firm shall be as follows:

Initial fee Renewal fee

- (1) **(a)** Technical Endorsement-Locksmith \$250 \$50
 (b) Specialty Endorsement: \$250 \$50
 - (i)** Limited locksmith \$250 \$50
 - (ii)** Door hardware \$250 \$50
 - (iii)** Bank locking \$250 \$50
 - (iv)** Detention locking \$250 \$50
- (2) **(a)** Technical Endorsement-Security \$250 \$50
 (b) Specialty Endorsement
 - (i)** Closed Circuit Television \$250 \$50
 - (ii)** Household fire \$250 \$50
- (3) Technical Endorsement-Fire Sprinkler \$500 \$250
- (4) **(a)** Technical Endorsement-Fixed Fire Suppression \$350 \$100
 (b) Specialty Endorsement
 - (i)** Pre-engineered \$350 \$100
 - (ii)** Kitchen suppression \$350 \$50
- (5) **(a)** Technical Endorsement-Fire Alarm \$350 \$100
 (b) Specialty Endorsement
 - (i)** Fire alarm (Non-required) \$350 \$50
 - (ii)** Fire alarm owner \$350 \$50
- (6) Technical Endorsement-Portable Fire Extinguishers/Hoses \$350 \$150
- (7) Technical Endorsement-DOT hydrostatic testing \$350 \$50

C. The amount of licensing fees for a person shall be as follows:

Initial fee Renewal fee

- (1) **(a)** Technical Endorsement-Locksmith \$100 \$50
 (b) Specialty Endorsement
 - (i)** Limited locksmith \$100 \$50
 - (ii)** Door hardware \$100 \$50
 - (iii)** Bank locking \$100 \$50

- (iv) Detention locking \$100 \$50
- (2)
 - (a) Technical Endorsement- Security technician \$100 \$50
 - (b) Specialty Endorsement
 - (i) Closed Circuit Television \$100 \$50
 - (ii) Household fire \$100 \$50
- (3) Technical Endorsement-Security sales \$100 \$50
- (4) Technical Endorsement- Fire Sprinkler Qualifier \$100 \$50
- (5) Technical Endorsement- Fire Sprinkler Inspector \$100 \$50
- (6)
 - (a) Technical Endorsement-Fixed Fire Suppression \$50 \$50
 - (b) Specialty Endorsement
 - (i) Pre-engineered \$50 \$50
 - (ii) Kitchen suppression \$50 \$50
- (7)
 - (a) Technical Endorsement-Fire Alarm \$50 \$50
 - (b) Specialty Endorsement
 - (i) Fire alarm (Non-required) \$50 \$50
 - (ii) Fire alarm owner \$50 \$50
- (8)
 - (a) Technical Endorsement- Portable Fire Extinguishers/Hoses \$50 \$50
- (9) Technical Endorsement- DOT hydrostatic testing \$25 \$25
- (10) Technical Endorsement-Apprentice \$50 \$50

D. All licenses are valid for one year and must be renewed within thirty days of its expiration date to remain valid. The fire marshal may create a prorated fee system to allow employee license renewal dates to coincide with the firm license renewal date.

E. A license not renewed within thirty days of its expiration date shall be considered past due and subject to late fees. The late fee penalty shall be twenty-five dollars for a license not renewed before thirty-one to forty-five days past the expiration date and fifty dollars for a license not renewed before forty-six to sixty days past the expiration date.

F. A license shall be suspended if not renewed within sixty days of its expiration date or if the license holder has not maintained the license. The cost to reinstate a suspended license shall be the cost of the initial fees plus twenty dollars.

G. The cost for a duplicate or replacement firm or individual license is twenty dollars, regardless of how many endorsements are carried.

H. The cost to transfer an individual license from one firm to another is twenty dollars.

I. The fees established in this Section shall not be refundable except under such conditions as the fire marshal may establish.

J. (1) Subject to the exceptions contained in Article VII, Section 9 of the Constitution of Louisiana, all monies received by the fire marshal pursuant to this Subpart, including but not limited to fees and fines, shall be deposited immediately upon receipt in the state treasury and shall be credited to the Bond Security and Redemption Fund. Out of the funds remaining in the Bond Security and Redemption Fund after a sufficient amount is allocated from that fund to pay all obligations secured by the full faith and credit of the state which become due and payable within any fiscal year, the treasurer, prior to placing such remaining funds in the state general fund, shall pay an amount equal to the total amount of funds paid into the state treasury by the fire marshal pursuant to this Subpart into a special fund which is hereby created in the state treasury and designated as the Louisiana Life Safety and Property Protection Trust Fund.

(2) The monies in the Louisiana Life Safety and Property Protection Trust Fund shall be used solely for implementation, administration, and enforcement of this Subpart and only in the amounts appropriated each year to the fire marshal or the board by the legislature. Any surplus monies and interest remaining to the credit of the fund on June thirtieth of each year after all such appropriations of the preceding fiscal year have been made shall remain to the credit of the fund, and no part thereof shall revert to the state general fund.

§1664.10. Powers and duties of state fire marshal

The state fire marshal shall:

- (1) Formulate and administer such rules as may be determined essentially necessary for the protection and preservation of life and property and for the enforcement of this Subpart.
- (2) Evaluate the qualifications of firms or persons applying for or maintaining a license pursuant to this Subpart.
- (3) Conduct examinations to ascertain the qualifications and fitness of applicants for a license pursuant to this Subpart.
- (4) Issue licenses to firms and persons that meet the qualifications established by this Subpart.
- (5) Evaluate the qualifications of firms seeking approval as testing laboratories.
- (6) Have authority, after notice and opportunity for hearing, to increase or decrease the limits of insurance coverage and authorize acceptance of surplus lines coverage if the state fire marshal determines that due to loss experience, market conditions, or other good reason, the liability insurance coverage required by this Subpart is unavailable to applicants for or holders of licenses.
- (7) Have authority to conduct inspections of licensed firms, whether in state or out of state, for the purpose of observation and collection of facts and data relating to proper enforcement of this Subpart.

§1664.11. Life Safety and Property Protection Advisory Board

A. The Life Safety and Property Protection Advisory Board is hereby created and placed within the Department of Public Safety and Corrections as further provided by R.S. 36:409(M) and 919.3. The board shall be composed of twelve members, as follows:

- (1)
 - (a) Eleven members shall be appointed by the governor from a list of nominees submitted to the governor by the fire marshal.
 - (b) The board shall consist of members representing all aspects of life safety and property protection. Each of the technical endorsements shall be represented by at least one board member licensed for such.
 - (c) Any person appointed to the board shall be licensed pursuant to this Subpart and shall have been engaged in life safety and property protection contracting for a minimum of four years prior to his appointment, except that one member may be from an associate industry to life safety and property protection or end user for which no license is required.
- (2)
 - (a) One member shall be an employee of the office of the state fire marshal designated by the fire marshal.
 - (b) Such member shall serve as the chairman of the board but shall not vote except in the event of a tie vote of the members present and voting.

- B.
- (1) Each appointed member shall serve a term of two years.
 - (2) The member designated by the fire marshal shall serve a term concurrent with the term of the fire marshal making such designation.
 - (3) No member shall serve more than two consecutive terms except the member designated by the fire marshal.
 - (4) A vacancy on the board occurring prior to expiration of a term shall be filled in the manner of the original appointment for the remainder of the term.

C. The board shall meet upon the call of the chairman or upon the written request of any three members of the board. Notice of any such meeting shall be given to board members and the public at least seven days in advance.

- D.** Five members of the board shall constitute a quorum for the transaction of business. The board may take action by majority vote of its members present and voting.
- E.** Each appointed member of the board may be reimbursed for travel and related expenses incurred, not to exceed those expenses authorized for reimbursement by the State Travel Guide, for each day that the member engages in board business.
- F.** No member of the board shall be liable in a civil action for any act performed in good faith in the execution of his duties as a board member.
- G.** The board shall have the authority to approve all training, certification, and examination requirements for licensure under this Subpart. The board shall have the authority to approve written training programs as acceptable equivalents for meeting the training or examination requirements of this Subpart. The board may also accept, as such an equivalent, licensure of a firm or person by a jurisdiction outside this state which has standards and requirements of practice which substantially conform to the provisions of this Subpart. The board shall also establish continuing education requirements.
- H.** In the absence of an appointed board, the fire marshal shall determine and approve licensing equivalencies, written training programs, examination requirements, and continuing education requirements.

§1664.12. Prohibited acts

No person or firm shall do any of the following:

- (1) Engage in life safety and property protection contracting without a valid license.
- (2) Aid and abet an unlicensed individual, employee, or firm in life safety and property protection contracting.
- (3) Certify, inspect, install, integrate, sell, or service life safety and property protection contrary to plans submitted for review, applicable NFPA codes, standards, or manufacturer's specifications without specific written authorization from the office of the state fire marshal.
- (4) Submit an application or any other document to the office of the state fire marshal when the person reasonably should have known that the document contained false or misleading information.
- (5) Engage in false, misleading, or deceptive acts or practices.
- (6) Fail to maintain a valid license as required by this Subpart.
- (7) Fail to maintain a valid insurance policy as required by this Subpart.
- (8) Refuse to admit the fire marshal or his designated representative to an operating location or refuse to cooperate in the purposes of such admittance as required by this Subpart.
- (9) Fail to maintain his license on his person and to present it for inspection as required by this Subpart.
- (10) Fail to return the lockout, installer, or programming code of a life safety or property protection system to the factory default setting.
- (11) Fail to abide by the administrative rules promulgated pursuant to this Subpart.

§1664.13. Notice, hearing, and revocation of certificate or license

The license as provided for in this Subpart may be revoked or suspended after notice and hearing in accordance with the Administrative Procedure Act and upon a finding that a person or firm:

- (1) Willfully violated any provision of this Subpart or any rule, regulation, or order adopted hereunder.
- (2) Used deceit or false or misleading information in obtaining any certificate or license pursuant to this Subpart.
- (3) Has been professionally incompetent or grossly negligent.
- (4) Has assisted any person attempting to evade the provisions of this Subpart, or any rules or regulations adopted hereunder.

§1664.14. Penalties

- A.** (1) In addition to or in lieu of administrative sanctions provided in this Subpart, the state fire marshal is empowered to issue an order to any person or firm engaged in any activity, conduct, or practice constituting a violation of any provision of this Subpart, directing such person or firm to cease and desist from such activity, conduct, or practice. Such order shall be issued in the name of the state of Louisiana under the official seal of the state fire marshal.
- (2) If the person or firm to whom the state fire marshal directs a cease and desist order does not cease and desist the prohibited activity, conduct, or practice immediately after service of such cease and desist order by certified mail or personal service, the state fire marshal may seek, in any court of competent jurisdiction and proper venue, a writ of injunction enjoining such person or firm from engaging in any activity, conduct, or practice prohibited by this Subpart.
- (3) Upon a proper showing by the state fire marshal that such person or firm has engaged in any activity, conduct, or practice prohibited by this Subpart, the court shall issue a temporary restraining order restraining the person or firm from engaging in unlawful activity, conduct, or practices pending the hearing on a preliminary injunction, and in due course a permanent injunction shall be issued after a hearing, commanding the cessation of the unlawful activity, conduct, or practices.
- (4) A temporary restraining order, preliminary injunction, or permanent injunction issued under this Subpart shall not be subject to being released upon bond.
- (5) In the suit for an injunction, the fire marshal may demand of the defendant a penalty of fifty dollars per day for each violation, reasonable attorney fees, and court costs. Judgment for penalty, attorney fees, and court costs may be rendered in the same judgment in which the injunction is made absolute.
- B.** If the state fire marshal finds that any person or firm has violated any provision of this Subpart or any regulation, rule, or order issued hereunder, he may impose upon that person or firm a fine in an amount not to exceed five thousand dollars for each violation.
- C.** Procedures for the imposition of fines and appeals of such fines shall be governed by the Administrative Procedure Act.

§1664.15. Purchased life safety and property protection system

- A.** Each firm engaged in life safety and property protection contracting who sells a life safety or property protection system to a consumer shall immediately return the lockout, installer, or programming code of the system to the factory default setting when the consumer cancels the contract with the firm and contracts with another firm provided all original contractual obligations are fulfilled.
- B.** In addition to the penalties provided in this Subpart, any life safety and property protection contracting firm who violates this Section shall have its license revoked and be subject to a civil fine pursuant to this Subpart.

§1664.16. Effect on local regulation, effective date

- A.** Except for requirements which pertain to all types of businesses generally, no parish or municipality shall enact any new ordinance, rule, or regulation regulating firms and persons subject to licensure pursuant to this Subpart.
- B.** This Subpart shall supersede any existing parish or municipal ordinance, rule, or regulation requiring certification or licensure of firms and persons engaged in life safety and property protection contracting and such ordinances, rules, and regulations shall be null and void and have no effect.

Section 3. Subpart D of Part III of Chapter 7 of Title 40 of the Louisiana Revised

Statutes of 1950, comprised of R.S. 40:1625 through 1638, Subpart E of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, comprised of R.S. 40:1651 through 1661, and Subpart F of Part III of Chapter 7 of Title 40 of the Louisiana Revised Statutes of 1950, comprised of R.S. 40:1662.1 through 1662.19, are hereby repealed in their entirety.

Section 4. This Act shall become effective on January 1, 2007.

RULE
Department of Public Safety and Corrections
Office of the State Fire Marshal

Fire Protection Licensing (LAC 55:V.Chapter 30)

In accordance with the provisions of R.S. 49:950 et seq. and R.S.40:1664.2, relative to the authority of the State Fire Marshal to promulgate and enforce rules, relative to the regulation of Life Safety and Property Protection, in particular, Portable Fire Extinguishers, Fire Hoses, Hydrostatic Testing of Department of Transportation fire protection cylinders, Fixed Fire Suppression Equipment and/or Systems and Fire Detection and Alarm Equipment and/or Systems, notice is hereby given that the Office of the State Fire Marshal amends the following Rule, replacing Chapter 30 in its entirety.

Title 55

PUBLIC SAFETY

Part V. Fire Protection

Chapter 30. Portable Fire Extinguishers, Fire Hoses, Hydrostatic Testing, Fixed Fire Suppression Equipment and/or Systems and Fire Detection and Alarm Equipment and/or Systems Rules

§3001. Purpose

A. The purpose of these rules is to regulate the activity of certifying, inspecting, installing, maintaining and servicing of portable fire extinguishers and fire hoses and/or the certifying, inspecting, installing, integrating, maintaining or servicing of fixed fire suppression equipment and/or systems or fire detection and alarm equipment and/or systems and/or hydrostatic testing Department of Transportation (DOT) fire protection cylinders in the interest of protecting and preserving lives and property pursuant to authority of R.S. 40:1664.1 et seq.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1324 (June 2000), LR 33:1665 (August 2007).

§3003. Applicability of Rules

A. These rules shall apply to all firms and persons engaged in the activity of certifying, inspecting, installing, maintaining and servicing of portable fire extinguishers and fire hoses and/or the certifying, inspecting, installing, integrating, maintaining or servicing of fixed fire suppression equipment and/or systems or fire detection and alarm equipment and/or systems and/or hydrostatic testing of DOT fire protection cylinders.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1324 (June 2000), LR 33:1665 (August 2007).

§3005. Exceptions

A. These rules shall not apply to the following:

1. firms and/or persons engaging in the activity of certifying, inspecting, installing, integrating, or servicing fire detection and alarm equipment and/or systems in one or two family dwellings;
2. the servicing by industrial facilities and fire departments of their own portable fire extinguishers by their own employees specially trained to perform such.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1324 (June 2000), LR 33:1665 (August 2007).

§3007. Notices by the Fire Marshal

A. Any notice required to be given by the State Fire Marshal by any provision of R.S. 40:1664.1 et seq., or these rules must be given by personal or domiciliary service or mailed, postage prepaid, to the person's residence or firm address as it appears on the records in the Office of State Fire Marshal. It is the responsibility of the person or firm involved to assure that the Office of the State Fire Marshal has a correct address for the person or firm.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended by LR 26:1324 (June 2000), LR 33:1665 (August 2007).

§3009. Certificate, License Required

A. Each firm engaged in the activity of certifying, inspecting, installing, maintaining or servicing portable fire extinguishers or fire hoses or certifying, inspecting, installing, integrating, maintaining or servicing fixed fire suppression equipment and/or systems or fire detection and alarm equipment and/or systems or performing hydrostatic testing on DOT fire protection cylinders shall apply for a certificate of registration in the endorsements of certification desired in accordance with these rules prior to conducting any such activity in this state.

B. Each person or employee, including apprentices, engaged in the activity of inspecting, installing, servicing portable fire extinguishers or fire hoses or certifying, inspecting, installing, integrating, or servicing fixed fire suppression equipment and/or systems or fire detection and alarm equipment and/or systems or performing hydrostatic testing on DOT fire protection cylinders shall apply for a license in the endorsements of licensure desired in accordance with these rules prior to conducting any such activity in this state.

C. Any firm and/or person described in A or B of this section, which has not applied for and received a current and valid certificate of registration or license, shall immediately cease such activities. The Office of State Fire Marshal may take all steps necessary to enforce an order to cease and desist.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1325 (June 2000), LR 33:1665 (August 2007).

§3011. Definitions

A. The following words and terms, when used in these rules, shall have the following meanings, unless the context clearly indicates otherwise.

Activity—the inspecting, installing, maintaining and servicing of portable fire extinguishers and fire hoses and the certifying, inspecting, installing, integrating, maintaining or servicing of fixed fire suppression or fire detection and alarm equipment and/or systems and/or engaging in hydrostatic testing of DOT fire protection cylinders pursuant to R.S.40:1664.1 et seq.

Apprentice—a person who is licensed to work under the direct supervision and accompaniment of a technician who is licensed to the same firm and holding a valid license to perform the same acts.

Certificate of Registration—that document issued by the State Fire Marshal to a firm authorizing it to engage in such activities as defined in these rules.

Certify—to attest to the proper charging, or filling, or functionality, or hydrostatic testing, or inspection, or installation, or integration, or maintenance, or recharging, or refilling, or repair, or service, or testing of portable fire extinguishers, fire hoses, DOT fire protection cylinders, fixed fire suppression and/or fire detection and alarm equipment and/or systems in accordance with all applicable engineered specifications, manufacturer's specifications and per the inspection, testing and maintenance chapters as set forth in the applicable NFPA codes and standards.

Contact Person—that individual designated by a firm to act as liaison with the Office of the State Fire Marshal.

Department of Transportation (DOT) Fire Protection Cylinder—all portable fire extinguisher or fixed fire suppression system cylinders manufactured and tested in compliance with specifications and requirements of the United States Department of Transportation.

Employee—one who works for a "firm", as defined by R.S.40:1664.3, in return for financial or other compensation. The term shall include the following:

- a. for the purposes of the licensing requirements contained in R.S. 40:1664.4, employees shall not include secretaries, drivers, accounting personnel, or persons who sell portable fire extinguishers or single station smoke/fire detectors;
- b. for the purposes of licensing requirements, the firm owner or owners shall be considered an "employee" if he or she is or will be physically certifying, inspecting,

installing, maintaining or servicing portable fire extinguishers or certifying, inspecting, installing, integrating, maintaining or servicing fixed fire suppression systems and/or equipment or in certifying, inspecting, installing, integrating, maintaining or servicing fire detection and alarm systems and/or equipment or performing hydrostatic testing on DOT fire protection cylinders or fire hoses.

Engineered Fixed Fire Suppression Systems—special systems individually designed or altered in accordance with nationally recognized fire protection system design standards and manufacturer's guidelines.

Fire Alarm Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in the certifying, inspecting, installing, integration, maintaining and servicing of fire detection and alarm systems and those activities specifically authorized by a Non-Required Systems endorsement.

Fire Alarm Non-Required Systems Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, integration, maintaining and servicing of fire detection and alarm systems in structures or occupancies which are not required by NFPA 101 to be protected by an approved fire alarm and detection system.

Fire Alarm Owner Endorsement—that document issued by the State Fire Marshal that authorizes an owner of a fire alarm system or his employee to perform routine inspection, and minor service and repairs of fire detection and alarm systems within the owner's own facilities only. No installing, integration, or certifying of these systems is permitted. Minor service and repair is defined as repair/replacement of single initiating and/or annunciating devices with identical new devices. No service within the alarm control panel shall be permitted except that the exchanging of system batteries with identical new ones is permitted. Routine inspection is defined as visual inspections and monthly drill tests.

Fire Detection and Alarm Systems—those assemblies of wiring, electronic transmitting devices, detection devices, and related equipment for the detection of products of combustion or flammable gases, heat and smoke and for alerting occupants and fire department personnel of a fire emergency.

Fire Hose—a flexible conduit used to convey water.

Fire Protection Equipment/Systems—as governed by R.S. 40:1664.1 et seq., includes any equipment/system relating to portable fire extinguishers, fixed fire suppression systems (pre-engineered or engineered) and/or fire detection and alarm systems.

Firm—a sole proprietorship, partnership, corporation, limited Liability Company or any other entity.

Fixed Fire Suppression System Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in the certifying inspecting, installing, integration, maintaining and servicing of engineered or pre-engineered fixed fire suppression systems. Please note: Hydrostatic testing of fixed fire suppression cylinders required by the U.S. DOT requires a Hydrostatic Testing Endorsement.

Hydrostatic Testing—pressure testing fire protection cylinders or fire hoses by approved hydrostatic methods and in accordance with NFPA codes and/or the U.S. Department of Transportation.

Hydrostatic Testing Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in hydrostatic testing of fire protection cylinders manufactured in accordance with the specification and procedure of the United States Department of Transportation. A Hydrostatic Testing Endorsement is only valid if the firm or person also has a Portable Fire Extinguisher/Fire Hose Endorsement for testing DOT fire extinguisher cylinders and either a Fixed Fire Suppression System, Pre-Engineered Fixed Fire Suppression System or Kitchen Fixed Fire Suppression endorsement for testing DOT fixed fire suppression cylinders as well.

Inspection—a visual examination of a system or portion thereof to verify that it appears to be in operating condition and is free of physical damage. It does not include "quick checks" required every 30 days of portable fire extinguishers.

Installation—the initial placement of a portable fire extinguisher, fixed fire suppression equipment and/or systems, fire detection and alarm equipment and/or systems or an extension, or alteration after initial placement.

Integration—the act of utilizing accepted and approved fire protection systems and/or equipment and components in accordance with manufacturers' direction to develop a unified and functioning system meeting applicable NFPA codes and standards.

Kitchen Fixed Fire Suppression System—those specific fire suppressions systems designed to protect appliances within commercial cooking operations.

Kitchen Fixed Fire Suppression System Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, integration, maintaining or servicing pre-engineered fixed fire suppression systems containing wet or dry chemical agents within a kitchen ventilation system.

Please Note: Hydrostatic testing of fixed fire suppression cylinders required by the U.S. DOT requires a Hydrostatic Testing Endorsement.

License—that document issued by the State Fire Marshal to an employee of a certified firm authorizing the employee to engage in the activities as defined by these rules.

Maintenance—work, including, but not limited to repair, replacement, and service, performed to ensure that equipment operates properly. For portable fire extinguishers, it includes a thorough examination for physical damage or condition to prevent its operation and any necessary repair or replacement.

Nationally Recognized Testing Laboratory—a nationally recognized testing company concerned with product and service evaluation, which, after conducting successful examinations, inspections, tests and reexaminations, reflects approval by various labeling, listing and classification actions.

NFPA—the National Fire Protection Association, Inc., a nationally recognized standards-making organization.

Non-Conforming—a system or component of a system which does not comply with applicable NFPA codes or standards.

Non-Required—a system or component of a system which is not required by the applicable occupancy chapter of NFPA 101 (Life Safety Code).

Office—Office of State Fire Marshal.

Operating Location—a physical office which houses employees and business documents or records and from which the acts authorized by the certificate of registration are performed.

Person—a natural individual, including any owner, manager, officer, or employee of any firm.

Pocket License—that document issued by the State Fire Marshal to an employee of a certified firm, in pocket size and bearing a photographic image of the licensee, authorizing the employee to engage in the activities as defined by these rules.

Pre-Engineered Fixed Fire Suppression Systems—packaged systems which consist of system components designed to be installed according to pre-tested limitations as approved or listed by a testing laboratory. Pre-engineered systems may incorporate special nozzles, flow rates, methods of application, nozzle placement and pressurization levels, which may differ from those detailed elsewhere in NFPA. Pre-engineered systems shall be installed to protect hazards within the limitations that have been established by the testing laboratories where listed.

Pre-Engineered Fixed Fire Suppression Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, integration, maintaining or servicing pre-engineered fixed fire suppression systems and those activities specifically authorized by a Kitchen Suppression Endorsement.

Please Note: Hydrostatic testing of fixed fire suppression cylinders required by the U.S. DOT requires a Hydrostatic Testing Endorsement.

Portable Fire Extinguisher—a portable device containing a suppression agent that can be expelled under pressure for the purpose of suppressing or extinguishing a fire and shall include semi-portable fire extinguishers.

Portable Fire Extinguisher/Fire Hose Endorsement—that document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, maintaining or servicing portable fire extinguishers and fire hoses and hydrostatic testing of portable fire extinguisher cylinders not required by the U.S. Department of Transportation (U.S. DOT).

Please Note: Hydrostatic testing required by the U.S. DOT requires a Hydrostatic Testing Endorsement.

Qualifying Person—the employee of a firm who currently meets the certification, examination and/or training requirements set for each endorsement by the Life Safety and Property Protection Advisory Board.

Recharge—the replacement of the suppression agent, the expellant or both.

Required—a system or component of a system which is required by the applicable occupancy chapter of NFPA 101 (Life Safety Code).

Semi-Portable—any portable fire extinguisher mounted on skids or wheels.

Service—the act of repair or replacement of fire protection equipment/systems to ensure the proper functioning of the equipment/system.

Shop—a facility of a certified firm where certifying, inspecting, integrating, maintaining, pre-assembling, servicing, repairing or hydrostatic testing is performed and where firm records, parts and equipment are maintained.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 17:972 (October 1991), LR 26:1325 (June 2000), LR 33:1666 (August 2007).

§3013. Certificates of Registration

A. Every firm must obtain from the State Fire Marshal a certification of registration with the appropriate endorsements as provided for by R.S.40:1664.1 et seq., before engaging in the activity of certifying, inspecting, installing, maintaining or servicing portable fire extinguishers or fire hoses or certifying, inspecting, installing, integrating, maintaining or servicing fixed fire suppression systems or fire detection and alarm systems and/or engaging in hydrostatic testing of DOT fire protection cylinders.

1. Each firm, as defined by R.S.40:1664.3 et seq., shall have at least one licensed technician per endorsement of certification to perform the act or acts authorized by its certificate.

2. Firms as defined by R.S.40:1664.3 et seq., and their owners shall be responsible for the acts of their agents and employees for the purpose of these rules including the initiation of administrative action by the state fire marshal.

B. The following shall apply to certificates of registration.

1. Posting. Each certificate shall be posted conspicuously at each firm and/or branch office premises. All firms without a physical location in this state shall be required to purchase a duplicate certificate to post in each vehicle which will come into this state to do work.

2. Changes of Ownership. The change of a firm's majority ownership invalidates the current certificate. To assure continuance of the firm, an application for a new certificate shall be submitted to the State Fire Marshal within 10 days after such change in ownership.

3. Change of Corporate Officers. Any change of corporate officers must be reported in writing to the State Fire Marshal within 10 days of the change, and does not require a revised certificate.

4. Duplicates. A duplicate certificate must be obtained from the State Fire Marshal to replace a lost or destroyed certificate. The certificate holder must submit written notification of the loss or destruction within 10 days, accompanied by the required fee specified in these rules.

5. Revisions/Changes. The change of a firm's name, location, or mailing address or operating status requires a revision of the certificate of registration. Certificates of registration requiring changes must be surrendered to the State Fire Marshal within 10 days after the change requiring the revision. The certificate of registration holder must submit written notification of the change with the surrendered certificate of registration, accompanied by the required fee specified by R.S. 40:1664.1 et seq.

6. Non-Transferability. A certificate of registration is not transferable from one firm to another.

7. Validity. A certificate of registration is valid for one year from date of issue, and must be renewed annually unless the State Fire Marshal adopts a system under which certificates expire on various dates during the year. Should a staggered renewal system be adopted, the renewal fees shall be prorated on a monthly basis so that each registrant pays only that portion of the fee that is allocable to the number of months during which the certificate is valid.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1327 (June 2000), LR 33:1668 (August 2007).

§3015. Licensure

A. Required. Each person who certifies, inspects, installs, maintains and services portable fire extinguishers, and/or certifies, inspects, installs, integrates, maintains or services fixed fire suppression systems and/or fire detection and alarm systems and/or engages in hydrostatic testing of DOT fire protection cylinders shall have a current and valid license issued by the State Fire Marshal.

B. Types of Endorsement. Each license shall be identified by endorsement, which indicates the authorized act or acts which may be performed by the licensee as follows.

1. Portable Fire Extinguisher/Fire Hose Technician Endorsement authorizes the person to certify, inspect, install, maintain and service portable fire extinguishers and fire hoses. No certifying, inspecting, installing, integration, maintaining or servicing of the fire hose station or standpipe system is permitted unless properly licensed for fire sprinkler contracting.

2. Pre-Engineered Fixed Fire Suppression Technician Endorsement authorizes the person to certify, inspect, install, integrate, maintain and service pre-engineered fixed fire suppression systems.

3. Kitchen Fixed Fire Suppression Technician Endorsement authorizes the person to certify, inspect, install, integrate, maintain and service pre-engineered fixed fire suppression systems containing wet or dry chemical agents within a kitchen ventilation system.

4. Fixed Fire Suppression System Technician Endorsement authorizes the person to certify, inspect, install, integrate, maintain and service engineered or pre-engineered fixed fire suppression systems.

5. Fire Alarm Technician Endorsement authorizes a person to certify, inspect, install, integrate, maintain and service fire detection and alarm systems.

6. Fire Alarm Non-Required Systems Technician Endorsement authorizes the person to certify, inspect, install, integrate, maintain and service fire detection and alarm systems in structures or occupancies which are not required by NFPA 101 to be protected by an approved fire detection and alarm system.

7. Fire Alarm Owner Technician Endorsement authorizes the person to perform routine inspection and minor service and repair of fire detection and alarm systems/equipment within the owner's own facility. No certifying, installing or integrating of these systems/equipment is permitted. Minor service and repair is defined as repair/replacement of single initiating and/or annunciating devices with identical new devices or the replacement of the system's batteries. Routine inspection is defined as visual inspections and monthly drill tests.

8. DOT Hydrostatic Testing Technician Endorsement authorizes the person to pressure test fire protection cylinders by approved hydrostatic methods and in accordance with NFPA codes and the U.S. Department of Transportation.

9. Apprentice Endorsement authorizes the person to inspect, install, maintain and service portable fire extinguishers, fire hoses, fixed fire suppression systems and/or equipment of fire detection and alarm systems and/or equipment only while under the direct supervision of and accompanied by a licensed technician who holds a current and valid license for the work to be performed. An apprentice cannot certify fire protection systems or equipment. An apprentice endorsement can be renewed annually as long as the individual or firm desires. The supervising technician and trainee must work for the same firm which must be certified for the work to be performed.

C. Posting. It is not necessary to post an employee license on a wall. A master list of all employees' names and license numbers must be kept at each office location and must be available for review upon request by the State Fire Marshal or his designated representative.

D. Pocket License. The pocket license is for immediate identification purposes only so long as such license remains valid and while the holder is employed by the firm reflected on the license and shall be on his/her person at all times when conducting fire protection work in the field. The pocket license need not be visibly displayed when working in areas where the license may be damaged or lost. The license must still be available for inspection upon request.

E. Duplicate License. A duplicate license must be obtained from the State Fire Marshal to replace a lost or destroyed license. The license holder and his employer must submit written notification within 10 days of the loss or destruction of a license, accompanied by the required fee as specified in these rules.

F. Revised Licenses. The change of a licensee's employer, home address or mailing address or employment status requires a revised license. Licenses requiring revision must be surrendered to the State Fire Marshal within 10 days after the change requiring the revision. The license holder and his employer must submit written notification of the necessary change with the surrendered license, accompanied by the required fee as specified in these rules.

G. Non-Transferable. A license is not transferable from one person to another or from one firm to another.

H. License Reciprocity. The State Fire Marshal may waive license requirements for an applicant with a valid license from another state if that state has license requirements substantially equivalent to Louisiana and which recognizes licenses issued by this office.

I. Validity. A license is valid for one year from date of issue, and must be renewed annually unless the State Fire Marshal adopts a system under which licenses expire on various dates during the year. Should a staggered renewal system be adopted, the renewal fees shall be prorated on a monthly basis so that each licensee pays only that portion of the fee that is allocable to the number of months during which the license is valid.

J. Age Limitations. For the purpose of licensing, no one under the age of 18 shall be eligible for a technician's license and no person under the age of 16 shall be eligible for an apprentice license.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 17:972 (October 1991), LR 26:1328 (June 2000), LR 33:1668 (August 2007).

§3017. Alteration of Certificates or Licenses

A. Any alteration of a certificate of registration or license renders it invalid and such alteration shall be the basis for administrative action in accordance with penalties set forth in R.S.40:1664.1 et seq., and these rules.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1329 (June 2000), LR 33:1669 (August 2007).

§3019 Application for Certificates of Registration

A. Applications for a certificate of registration for fire protection firms shall be in writing on the forms provided by the State Fire Marshal and accompanied by the required fee as specified in these rules.

B. The application for certificates of registration shall:

1. be executed by the sole proprietor, by each partner of a partnership, or by the authorized officer of a corporation or association;
2. identify the type of endorsement applied for;
3. identify the principal location of the firm;
4. identify the firm's Louisiana sales tax number and federal tax number;
5. identify any and all names by which the firm may conduct activity regulated by R.S. 40:1664.1 et seq., and these rules;
6. identify the contact person as defined by these rules;

7. identify the qualifying person for each endorsement applied for;
8. include a separate employee application for their qualifying person along with the qualifying person's credentials as required by the Life Safety and Property Protection Advisory Board and an originally signed and notarized employment affidavit;
9. be accompanied by:
 - a. at least one application with fee from an employee seeking to obtain a technician's license in each endorsement;
 - b. a current certificate of insurance issued to the Office of State Fire Marshal showing a minimum of \$500,000 coverage;
 - c. a copy of the local firm or occupational license for the firm;
10. (if the firm desires a Hydrostatic Testing Endorsement) be accompanied by the following:
 - a. a copy of the DOT letter registering applicant's facility which awards a registration number to the facility; and
 - b. a copy of the firm's identifying mark (symbol);
11. (for out of state firms) include a list of all vehicles which shall come into this state to conduct activity regulated by R.S. 40:1664 et seq., and these rules The list shall include the vehicle's make, model, year and license number.

C. The application shall also include written authorization by the applicant permitting the State Fire Marshal or his representative to enter, examine, and inspect any premise, building, room, vehicle, or establishment used by the applicant while engaged in activity to determine compliance with the provisions of R.S.40:1664.1 et seq., and these rules.

D. When the applicant has completed the requirements contained above, a pre-certification inspection may be conducted at the facilities or of the vehicles of the applicant Such inspection is to determine that such equipment necessary to perform activities in accordance with the applicable NFPA codes and/or standards, UL or manufacturer's specifications for which the applicant is applying to be certified is on hand. The office may inspect vehicles, equipment, buildings, devices, premises or any area to be used in performing the activities allowed by the certificate of registration. After issuance of a certificate of registration, such facilities may be inspected annually thereafter or as frequently as deemed necessary to ensure that the equipment requirement continues to be met.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 17:972 (October 1991), LR 26:1329 (June 2000), LR 33:1669 (August 2007).

§3021. Qualifying Persons

A. Each certified firm or each firm seeking certification shall employ at least one qualifying person for each endorsement it is making application for. No fire protection system or equipment shall be certified, hydrostatically tested, inspected, installed, integrated, maintained, serviced, or submitted to this office for review if the firm does not employ a qualifying person as provided herein.

B. The qualifying person shall be a paid employee and shall receive a W-2 or K-1 tax form from the firm. The qualifier shall only qualify one firm for which he is employed. An individual may not qualify multiple firms at the same time. A contract employee cannot be used to fulfill this requirement except as provided by Subsection G below. A qualifier must physically reside within 150 miles of the office for which he or she qualifies.

C. The qualifying person shall be primarily and actively engaged in direct supervision of the certification, hydrostatic testing, integrating, inspection, installation, maintaining and servicing of those fire protection systems or equipment the firm holds endorsements for. If a firm holds multiple endorsements, then multiple qualifiers may be utilized to meet this requirement. Upon request by the fire marshal or his representative, a qualifier shall provide documentation attesting to his or her direct supervision of any certification, hydrostatic testing, integration, inspection, installation, maintenance or service performed by the firm he or she qualifies.

D. A qualifier must meet the minimum examination, certification, or training requirements as established by the Life Safety and Property Protection Advisory Board. The state fire marshal shall send notice to licensed firms of all changes to qualifier credentials made by the Life Safety and Property Protection Advisory Board.

E. The following requirements are required for the endorsements listed.

1. Fixed Fire Suppression Endorsement—a current NICET Certificate, minimum Level III in Special Hazards Suppression Systems, or a professional engineer currently registered with the Louisiana Board of Professional Engineers with a Mechanical Engineer endorsement.

2. Fire Alarm Endorsement—a current NICET Certificate, minimum Level III in Fire Alarm Systems, or a professional engineer currently registered with the Louisiana Board of Professional Engineers with an Electrical Engineer endorsement.

F. A Louisiana Board of Professional Engineers registered Fire Protection Engineer may substitute for any of the above if documented to be in the appropriate discipline of endorsement.

G. At any time that a firm finds itself without a qualifying person, such firm shall only be able to continue certifying, hydrostatic testing, inspecting, maintaining and/or servicing existing contractual obligations for that endorsement but shall not engage in any new work until a qualifying person has been employed as provided herein.

H. This office shall be notified in writing within 10 working days anytime a qualifying person's employment is terminated for any reason.

I. A firm which loses its qualifying person and has timely notified the Office of the State Fire Marshal shall have 60 days to hire another qualifying person. If after the loss of such an employee, a replacement cannot be found within the 60 days, the firm may make a request to the Office of the State Fire Marshal to temporarily hire a qualifying person on a contractual basis. Good cause must be shown why another employee cannot be permanently hired. Approval by the Office of the State Fire Marshal for the hiring of a qualifying person on a contractual basis shall not exceed six months. Not later than 30 days prior to the expiration of the six month period, the firm can request an additional six-month period to employ a qualifying person on a contractual basis. The Office of the State Fire Marshal may grant one additional six-month period during which a firm may employ a qualifying person on a contractual basis.

J. Failure to notify this office in writing within 10 working days of the loss of a qualifying person will cause forfeiture of any extension of time to hire another qualifying person.

K. A qualifying person must obtain an individual employee license as required by these rules. Licensure of the qualifier shall include a signed and notarized affidavit indicating the employment relationship and duties of the qualifier. If a firm desires to use multiple qualifiers for submitting plans and supervising installations or service, then it must register and license the additional qualifiers with the Office of the State Fire Marshal.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR33:1670 (August 2007).

§3023. Application for Licenses

A. Applications for a license from an employee of a certified firm shall be on forms provided by the State Fire Marshal and accompanied by the required fee as specified in these rules.

B. Applications for technicians' licenses shall be accompanied by a written statement from the employer certifying the applicant's competency to certify, hydrostatic test, inspect, install, integrate, maintain or service those systems and/or equipment for which the applicant desires to become licensed.

C. Applications for technicians' licenses will not be accepted unless accompanied by documentation showing that the applicant has met all competency requirements as determined by the Life Safety and Property Protection Advisory Board.

D. No competency examination is required for an apprentice.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1330 (June 2000), LR 33:1671 (August 2007).

§3025. Fees—General Information

A. Every fee required in accordance with the provisions of R.S. 40:1664.1 et seq., and these rules, shall be paid by firm check or certified funds made payable to the "Office of State Fire Marshal." Cash or personal checks cannot be accepted.

B. Fees shall be paid at, or mailed to, the Office of the State Fire Marshal at 8181 Independence Blvd., Baton Rouge, LA 70806.

C. Late fees are required on all certificates of registration or license holders who fail to submit renewal applications in a timely fashioned as outlined in R.S. 40:1664.1 et seq.

D. A renewal application accompanied by the required renewal fee and deposited with the United States Postal Service is deemed to be timely filed, regardless of actual date of delivery, when its envelope bears a legible postmark date which is on or before the expiration date of the certificate or license being renewed.

E. Certificates or licenses which have been expired for more than 60 days will be suspended and applicants must apply and pay for a new certificate of registration or license.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1330 (June 1330), LR 33:1671 (August 2007).

§3027. Fees—Specific Information

A. Certificate of Registration Fees

Certificate Initial Renewal

Technical Endorsement

Fixed Fire Suppression \$350 \$100

Specialty Endorsement

Pre-Engineered \$350 \$100

Kitchen Suppression \$350 \$ 50

Technical Endorsement

Fire Alarm \$350 \$100

Specialty Endorsement

Fire Alarm (Non-required) \$350 \$ 50

Fire Alarm Owner \$350 \$ 50

Technical Endorsement

Portable Fire Extinguishers/Hoses \$350 \$150

Technical Endorsement

DOT Hydrostatic testing \$350 \$ 50

B. License Fees

Certificate Initial Renewal

Technical Endorsement

Fixed Fire Suppression \$50 \$50

Specialty Endorsement

Pre-Engineered \$50 \$50

Kitchen Suppression \$50 \$50

Technical Endorsement

Fire Alarm \$50 \$50

Specialty Endorsement

Fire Alarm(Non-required) \$50 \$50

Fire Alarm Owner \$50 \$50

Technical Endorsement

Portable Fire Extinguishers/Hoses \$50 \$50

Technical Endorsement

DOT Hydrostatic testing \$25 \$25

Technical Endorsement

Apprentice \$50 \$50

C. Late Renewal Fee. A penalty shall be assessed in accordance with R.S. 40:1664.9 for the late renewal of a certificate of registration or license.

D. Change in ownership—\$350.

E. Changes or alterations—\$20.

F. Duplicate Certificates of Registration—\$20.

G. Initial Competency Examination Fee—\$25 (non-refundable) (per exam).

H. Re-Examination Fee—\$25 (non-refundable) (per re-exam).

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 17:972 (October 1991), LR 26:1331 (June 2000), LR 33:1671 (August 2007).

§3029. Examinations

A. Applicants for licenses are required to take an examination and obtain at least a grade of 70 percent in each appropriate section of the examination. Examinations may be supplemented by practical tests or demonstrations deemed necessary to determine the applicant's knowledge and ability.

B. The technician's license examination will include the following:

1. a section on these rules and R.S. 40:1664.1 et seq.;
2. a section on the certifying, hydrostatic testing, inspecting, installing, integrating, maintaining and servicing of those types of systems or equipment for which the applicant desires to be licensed.

C. The standards used in examinations will be those applicable codes and standards as noted or as adopted by LAC-55:V:103 as follows.

1. Portable Fire Extinguisher/Fire Hose—NFPA 10, 101, 1961, and 1962.
2. Fixed Fire Suppression—NFPA 11, 11A (1999 Edition), 12, 12A, 17, 17A, 96, 101 and 2001.
3. Pre-Engineered Fixed Fire Suppression—NFPA 11, 11A (1999 Edition), 12, 12A, 17, 17A, 96, 101 and 2001.
4. Kitchen Fixed Fire Suppression—NFPA 17, 17A, 96 and 101.
5. Fire Alarm—NFPA 70 (only those articles that address fire alarm wiring), 72, 90A, 90B and 101.
6. Fire Alarm (non-required)—NFPA 70 (only those articles that address fire alarm wiring), 72, 90A, 90B and 101.
7. Fire Alarm Owner—NFPA 70 (only those articles that address fire alarm wiring), 72, 90A, 90B and 101.
8. DOT Hydrostatic Testing—CFR 49, NFPA 1961 and 1962.

D. Applicants who fail any section may file a reexamination application accompanied by the required fee and retake the examination.

E. A person whose license has been expired for two years or longer must take and pass another examination or approved training course prior to the issuance of a new license. No examination is required for a license holder whose license is renewed within two years of expiration.

F. A person who desires to take a competency test must first pre-register for that test with the State Fire Marshal's Office or the examination administrator designated by the State Fire Marshal, on a pre-registration form provided by this office or the examination administrator. The pre-registration form and the required fee must be received by the office five working days prior to the examination date.

G. Results. Examination scores shall be mailed to the applicant's address as listed on the pre-registration form within 30 days after completing the test.

H. In lieu of an examination, the Office of the State Fire Marshal may accept an approved training course in which an examination is also given. The Office of the State Fire Marshal shall determine whether the training course is equivalent to the examination requirements and may audit the course, at no cost to the office, prior to final determination and periodically to ensure continued equivalency.

Requests for acceptance of a training course to be equivalent must be made in writing and include the following:

1. course outline and syllabus;
2. length of course and specific time covered per topic;
3. example of test questions;
4. a copy of the certificate granted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1331 (June 2000), LR 33:1671 (August 2007).

§3031. Portable Fire Extinguishers/Fire Hoses

A. General Provisions

1. Portable fire extinguishers and fire hoses shall be certified, hydrostatically tested, inspected, installed, maintained and serviced in compliance with NFPA 10 or 1961 or 1962, as adopted by the Office of the State Fire Marshal in LAC-55:V:103 or noted in these rules.
2. A service tag shall be securely attached by the licensee to the portable upon completion of any work.
3. When an extinguisher or fire hose is found to be in a condition which would not allow hydrostatic testing as described in NFPA 10 or 1961 or 1962, as adopted by the Office of the State Fire Marshal in LAC-55:V:103 noted in these rules, then the extinguisher or hose shall be red tagged or removed from service and destroyed in accordance with the applicable code or standard and these rules.
4. When an extinguisher is removed from the owner's premise for service, a replacement extinguisher shall be left of equal or greater rating on a one for one basis by the portable fire extinguisher/fire hose firm. Replacements need not be left where a building owner has fire extinguishers in excess of the required amount as required by NFPA 10 and NFPA 101 as adopted by the Office of the State Fire Marshal in LAC-55:V:103.
5. Anytime an extinguisher is opened for any reason then the appropriate maintenance procedures in NFPA 10 as adopted by the Office of the State Fire Marshal in LAC 55:V:103, shall be performed. If these procedures fulfill the requirements of a six-year maintenance then a record tag shall be affixed to the exterior of the extinguisher shell. Future six-year maintenance procedures shall begin from that date.

B. Record Tag. Each six year maintenance shall be recorded on a record tag consisting of a decal which shall be affixed (by a heatless process) on the exterior of the extinguisher shell. The decal shall either be metallic or of an equally durable material which does not corrode and which remains affixed to the extinguisher for the required period. The decal shall also not fade, wash away, or otherwise become illegible. This paragraph supersedes labeling requirements set forth in NFPA 10 as adopted by the Office of the State Fire Marshal in LAC 55:V:103. Previous six-year maintenance record tags shall be removed when a new one is affixed. The record tag shall contain the following information:

1. year and month that the six-year maintenance was performed;
2. the name of the firm and its certificate number (must be pre-printed);
3. the initials of the person performing the maintenance and his/her license number.

C. External Verification Collar

1. In addition to any other tag required by these rules, an external verification collar shall be provided each time an extinguisher is opened up for any type of maintenance or for any purpose.
2. The standard external verification collar shall be on durable material. Self adhesive collars shall be permitted. Any color may be used with the exception of yellow or red.

D. External verification collars shall bear the following:

1. the certificate number of servicing firm (preprinted or printed in permanent ink);
2. name and license number of the person who performed the service (preprinted or printed in permanent ink);
3. month and year that the service was performed (to be punched).

E. A new external verification collar shall be provided for an extinguisher each time internal maintenance or recharging is performed or the extinguisher is opened for any other reason. A new external verification collar is not needed when a CO2 extinguisher is recharged without opening the cylinder for inspection or on side cartridge type extinguishers.

F. External verification collars shall be affixed in the following manner:

1. any collar previously attached shall be removed prior to affixing a new collar;
2. the collar shall be placed around the exterior of the cylinder at or below the valve assembly.

G. The collar shall contain a single circular piece of uninterrupted material forming a hole of a size that will not allow the collar assembly to move over the neck of the cylinder unless the valve is completely removed. In no case shall the diameter of the opening exceed 1/4" the diameter of the cylinder's neck, measured directly below the valve assembly.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR33:1672 (August 2007).

§3033. Fixed Fire Suppression and Fire Detection and Alarm Systems and Equipment

A. All new (complete or renovated) required fixed fire suppression systems including kitchen, pre-engineered and engineered systems, and fire detection and alarm systems shall be certified, hydrostatically tested, inspected, installed, integrated, maintained and serviced in compliance with the manufacturer's installation manuals, specifications, reviewed plans and the applicable codes and standards adopted in LAC 55:V:103 or noted in these rules.

B. All existing required fixed fire suppression systems including kitchen, pre-engineered and engineered systems, and fire detection and alarm systems shall be certified, hydrostatically tested, inspected, integrated, maintained and serviced in an operational condition in accordance with the manufacturer's installation manuals, specifications, and per the inspection, testing and maintenance chapters of the applicable codes and standards adopted in LAC 55:V.103 or noted in these rules.

C. All non-required and non-conforming fixed fire suppression systems including kitchen, pre-engineered and engineered systems, and fire detection and alarm systems shall be certified, inspected, installed, integrated, maintained and serviced in compliance with the manufacturer's installation manuals, specifications, and deviations from the applicable codes and standards adopted in LAC 55:V.103 and these rules as authorized by the Office of the State Fire Marshal.

D. Non-required and/or non-conforming systems/ equipment which only comprise of smoke or heat detectors connected to a burglar alarm system need not be inspected and certified annually by a certified fire alarm system firm. The owner of these systems must ensure these systems are functional and maintained in compliance with the manufacturer's specifications and NFPA 101 as adopted in LAC 55:V:103 and these rules.

E. All systems, except as noted in Subsection D above, shall be certified, hydrostatically tested, inspected, installed, integrated, maintained and serviced by certified firms having licensed personnel working within their certification and licensing discipline. In cases where disciplines cross over, the following reasoning will prevail.

1. Automatic detection and control systems will be certified, inspected, installed, integrated, maintained and serviced by firms certified to install fire detection and alarm systems and/or equipment unless it is just the section device associated with the actuation of a kitchen, pre-engineered or engineered system, in which case the fire detection and alarm firm is not needed. However, any connection of that kitchen, pre-engineered or engineered system to any alarm initiated system, to include but not limited to annunciator panels, HVAC shutdown and any other auxiliary feature controlled by the fire alarm system, then a firm with a Fire Alarm endorsement must certify, inspect, install, integrate, maintain or service the device.
2. Water supply and distribution piping systems as provided for in NFPA 25, as adopted in LAC-55:V.103 and these rules will be certified, inspected, installed, integrated, maintained and serviced by a firm with a Fire Sprinkler endorsement as regulated by R.S. 40:1664.1 et seq.

Foam systems providing foam solution to fire monitors, portable nozzles, or fire trucks are excluded from this Rule.

3. Alarm devices such as flow switches, pressure switches, low air pressure switches that are an integral part of a fire protection sprinkler piping system must be installed by a firm with a Fire Sprinkler endorsement as regulated by R.S. 40:16641 et seq., and connected to the fire alarm system by a firm with a Fire Alarm endorsement.

F. All non-required or non-conforming systems require written permission and possible review from the Office of the State Fire Marshal Plan Review Section prior to installation. Non-conforming systems shall be maintained in a functioning operational state as long as the system is within the facility. Non-required systems shall be maintained in accordance with the inspection, testing, and maintenance chapters of the applicable NFPA codes, standards and manufacturer's specifications governing that particular system as long as the system is within the facility.

G. Interconnected smoke or heat detector systems as required by the NFPA 101, as adopted by the Office of the State Fire Marshal in LAC-55:V.103 and these rules, or as authorized by this office must be inspected, installed, integrated, maintained and serviced by either a certified fire detection and alarm firm or an electrical contractor as provided by R.S. 40:1664.1 et seq. These systems must be submitted to this office's Plan Review Section for review prior to installation.

H. Each heat detector (fusible link) employed within a fixed fire suppression system shall have the manufacturer date marked on the detector. The date shall reflect the current or previous calendar year when installed.

I. External Verification Collar

1. In addition to any other tag required by these rules, an external verification collar shall be provided each time a fixed fire suppression agent cylinder is opened for any purpose.

2. The external verification collar shall be on durable material. Self adhesive collars shall be permitted. Any color may be used with the exception of yellow or red.

3. External verification collars shall bear the following:

a. the certificate number of servicing firm, preprinted or printed in permanent ink;

b. name and license number of the person who performed the service, preprinted or printed in permanent ink;

c. month and year that the service was performed. This information must be punched.

J. A new external verification collar is not needed in the following circumstances:

1. when a CO2 fixed fire suppression cylinder is recharged without opening the cylinder for inspection;

2. cartridge operated type of systems.

K. External verification collars shall be affixed in the following manner:

1. any collar previously attached shall be removed prior to affixing a new collar;

2. the collar shall be placed around the exterior of the cylinder at or below the valve assembly.

L. The collar shall contain a single circular piece of uninterrupted material forming a hole of a size that will not allow the collar assembly to move over the neck of the cylinder unless the valve is completely removed. In no case shall the diameter of the opening exceed 1/4" the diameter of the cylinder's neck, measured directly below the valve assembly.

M. The office may exempt additional cylinders from this requirement if good cause is shown that the requirement is impractical or overly burdensome.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1332 (June 2000), LR 33:1673 (August 2007).

§3035. Hydrostatic Tests

A. All hydrostatic testing shall be conducted in compliance with U.S. Department of Transportation hydrostatic testing requirements, or, where applicable, in compliance with the appropriate NFPA code or standard as adopted by the Office of the State Fire Marshal in LAC 55:V.103 and these rules. The owner shall be informed of a needed testor replacement.

B. Recording of Tests

1. High Pressure Cylinders. High pressure cylinders and cartridges shall be stamped in accordance with the applicable NFPA and D.O.T. standards as adopted by the Office of the State Fire Marshal in LAC 55:V.103 and these rules.
2. Low Pressure Cylinders. Each hydrostatic test shall be recorded on a record tag consisting of a decal which shall be affixed by a heatless process on the exterior of the extinguisher cylinder. The decal shall either be metallic or of an equally durable material which does not corrode and which remains affixed to the extinguisher for the required period. The decal shall also not fade, wash away, or otherwise become illegible.
3. The record tag shall contain the following information, which, exception for Subparagraphs c and d hereof, must be hand punched:
 - a. year and month that the hydrostatic test was performed;
 - b. test pressure used;
 - c. name of the firm and its certificate number (must be pre-printed);
 - d. initials of the person performing the maintenance and his license number.
4. Previous hydrostatic test record tags shall be removed when a new one is affixed.
5. The licensed firm shall keep a permanent record of each hydrostatic test performed for a minimum of five years. The record shall include as a minimum the following:
 - a. date of test;
 - b. cylinder serial number;
 - c. model number;
 - d. cylinder size;
 - e. test pressure;
 - f. visual inspection result;
 - g. cylinder disposition;
 - h. initials of the person performing the test;
 - i. owner of cylinder.
6. Fire Hoses. Records of fire hose tests shall comply with the latest edition of NFPA 1962 as enumerated in LAC 55:V.103 and these rules.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1333 (June 2000), LR 33:1674 (August 2007).

§3037. Installation Tags

A. Upon installation of any new fire protection system, the system shall have a tag permanently affixed to the panel for fire detection and alarm and fixed fire suppression systems. On kitchen fixed fire suppression systems, the tag shall be permanently affixed to the side of the suppression agent cylinder. This requirement does not apply to portable fire extinguishers. The installation tag shall be a minimum of 2 3/4 inches by 2 3/4 inches. Maximum size cannot exceed 5 inches by 5 inches. The tag shall be white in color and have a self adhesive backing. The following information and wording shall be required to be preprinted on the front side of the tag:

1. **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"** (all capital letters, in bold type);
2. installation tag;
3. installation date;
4. firm's name;
5. firm's certificate number;
6. technician's name;
7. technician's license number;
8. technician's signature;
9. NFPA Code edition system was installed under;
10. plan review or exemption number;

11. serial or model number of panel and/or cylinder, if applicable.
- B. All tags shall have a signature line for the technician to sign the tag upon completion of the work. No preprinted signatures are permitted. Technicians must sign the tag; initials are not permitted. Other information to be completed on the tag may be either handwritten or preprinted. Apprentices are not permitted to sign tags.
- C. If after initial installation a cylinder or panel is replaced for any reason, a new installation tag shall be completed and attached as above, noting the appropriate changes in information.
- D. If an installation tag is replaced, hand-write "REPLACEMENT" after the installation date. If the original installation date is not known, the date of replacement can be used.
- E. Copies of certificates of compliance required to be completed by this office shall be attached to the system in a plastic pocket pouch/sleeve or given to the owner for filing.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1334 (June 2000), LR 33:1674 (August 2007).

§3039. Service Tags, Yellow Tags, Red Tags, and Stenciling

A. All portable fire extinguishers, fire hoses, fixed fire suppression equipment and/or systems, and fire detection and alarm equipment and/or systems shall be tagged or stenciled in the following manner.

B. Service Tags

1. A service tag shall be completed and attached to a portable fire extinguisher, fire hoses, a fixed fire suppression system, and a fire detection and alarm system, after it has been certified, hydrostatically tested, inspected, installed, maintained or serviced indicating all work that has been done. Fire hoses shall be stenciled in ink after being hydrostatically tested.
2. Service tags shall be green in color for fixed fire suppression systems, and fire detection and alarm systems. Service tags may be of any color but yellow or red for portable fire extinguishers and fire hoses. Fire hoses shall be stenciled in a contrasting color to that of the hose.
3. The service tag shall be attached at the following locations.
 - a. For portable fire extinguishers, the tag shall be attached at the valve/neck assembly or gauge. It shall not be attached on the hose.
 - b. For fixed fire suppression systems, the tag shall be attached at each cylinder and each control panel.
 - c. For kitchen fixed fire suppression systems, the tag shall be attached at each cylinder and each manual pull station.
 - d. For fire detection and alarm systems, the tag shall be attached at each control panel, (Booster panels that are part of a fire detection and alarm system need not be tagged.).
 - e. For fire hoses, the tag shall be located at the female coupling.
 - f. For fire hoses, the stencil shall be located at both couplings.
4. The service tag shall be attached in such a way as to not hamper the actuation and operation of the equipment or system.
5. A service tag shall be attached on all systems or equipment found to be in proper working condition and which are found to be in an operational condition per the inspection, testing and maintenance chapters of the applicable NFPA codes and standards. This tag shall be used for new installations and shall be in addition to the installation tag provided for in these rules. This tag shall also be used for all service and maintenance where the system is found to meet the above conditions.
6. Service tags must contain all of the information listed below:
 - a. **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"** (all capital letters in bold face type);
 - b. servicing firm's name, address and telephone number;
 - c. servicing firm's State Fire Marshal certificate number;

- d. servicing technician's name and State Fire Marshal license number to be printed on tag either at the time of service or preprinted;
- e. servicing technician's signature to be signed at time of service (no preprinted signatures nor initials are permitted, except that tags attached to portable fire extinguishers may use preprinted signatures; apprentices are not permitted to sign tags);
- f. day, month and year in which service was performed (must be punched through service tag at designated marks for day, month and year; designated marks for day, month and year shall only be punched once per tag);
- g. type of work performed, only installation, certification, and service shall be noted on tag for type of work performed (must be punched through the service tag):
 - i. "Installation" shall be punched on the tag when the fire protection system or equipment is initially placed into service or after an addition or extension to the system has been made. Punching "Installation" indicates the initial certification of the system or equipment has been completed;
 - ii. "Certification" shall be punched on the tag when the fire protection system or equipment has its six month or annual inspection or maintenance. Punching "Certification" indicates that any required service performed to the system or equipment at the time has been completed;
 - iii. "Service" shall be punched on the tag when the fire protection system or equipment is repaired or replaced to ensure proper operation in between required certification periods;
 - iv. specifics as to the type of work performed shall be noted on rear of tag, (i.e., new installation, annual certification, annual maintenance, recharged cylinder, changed smoke detector, repaired pull station, etc);
- h. serial number of portable fire extinguisher, fixed fire suppression system cylinder and/or panel and fire detection and alarm system control panel;
- i. owner of system and address of owner (to be noted on rear of tag).

7. Other information may be permitted on the tag after a review and approval by the fire marshal. A request for additional information shall be made to the fire marshal in writing with a sample tag indicating the requested additions.

8. Stenciled information on fire hoses shall include the test pressure, date of test and firm license number.

B. Partial Impairment Tags (Yellow Tags)

1. All firms engaged in the activity of certifying, hydrostatic testing, inspecting, installing, integrating, maintaining or servicing of portable fire extinguishers, fixed fire suppression systems, and/or fire detection and alarm systems shall be allowed to have a partial impairment tag, to be yellow in color, which is to be used when minor deficiencies are found on the equipment or system. The partial impairment tag is in addition to the requirement of having a service tag and impairment tag.
2. A partial impairment tag may be placed on all equipment or systems in which there is a deficiency with the equipment or system but where the equipment or system is still functional. This would include situations where routine service is needed but has not been approved by the owner of the equipment or system as well as systems which are required to be monitored off-site but monitoring is not provided.
3. A partial impairment tag shall not remain on equipment or a system for more than 60 days. If the problem is not corrected after 60 days the certified firm shall be required to notify, in writing, the Office of the State Fire Marshal Inspection Section.
4. Partial impairment tags must contain all of the information listed below:
 - a. **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"** (all capital letters in bold face type);
 - b. servicing firm's name, address and telephone number;

- c. servicing firm's State Fire Marshal certificate number;
either at the time of service or preprinted;
- e. servicing technician's signature to be signed at time of inspection (no preprinted signatures nor initials are permitted; (apprentices are not permitted to sign tags);
- f. day, month and year in which the impairment was found (to be punched through service tag at designated marks for day, month and year; designated marks for day, month and year shall only be punched once per tag);
- g. type of impairment found (to be hand written on rear of tag); If additional space is needed to note the impairments, then multiple tags shall be used noting 1 of 2, 2 of 2, etc.;
- h. serial number of portable fire extinguisher or fixed fire suppression system cylinder and/or panel, fire detection and alarm system control panel;
- i. owner of system and address of owner (to be noted on rear of tag).

C. Impairment Tags (Red Tags)

1. All firms engaged in the activity of certifying, hydrostatic testing, inspecting, installing, integrating, maintaining or servicing of portable fire extinguishers, fixed fire suppression systems, and/or fire detection and alarm systems shall have an impairment tag, to be red in color, which is to be used when major deficiencies are found on these systems or equipment.
2. An impairment tag shall be placed on all fixed fire suppression or fire detection and alarm systems upon discovery that the system or equipment is impaired to the point that life safety is at risk or to the point that the automatic or manual discharge system will be prevented from functioning as intended.
3. Portable fire extinguishers shall be red tagged when the equipment is inoperable for any reason.
4. Impairment tags shall also be placed on any equipment or system where life safety is in imminent danger.
5. A red tag is not required to be placed on a fire hose which fails hydrostatic testing, but rather, the fire hose shall be removed from service.
6. Written notice shall be made to the owner and to the Office of the State Fire Marshal Inspection Section by the certified firm as soon as is practically possible but shall not exceed two working days after the system or equipment is red tagged. Notification to the Office of the State Fire Marshal is not needed for fire hoses removed from service. Written notification can be by electronic mail or facsimile. The Office of State Fire Marshal shall provide a form for notification. Additional notification (written or verbally) should be made to the local fire, department when a system is red tagged.
7. Impairment tags must contain all of the information listed below:
 - a. **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"** (all capital letters in bold face type);
 - b. servicing firm's name, address and telephone number;
 - c. servicing firm's State Fire Marshal certificate number;
 - d. servicing technician's name and State Fire Marshal license number to be printed on tag either at the time of service or preprinted;
 - e. servicing technician's signature to be signed at time of inspection (no preprinted signatures nor initials are permitted; apprentices are not permitted to sign tags);
 - f. day, month and year in which the inspection was performed (to be punched through service tag at designated marks for day, month and year; designated marks for day, month and year shall only be punched once per tag);
 - g. type of impairment found (to be hand written on rear of tag). If additional space is needed to note the impairments, then multiple tags shall be used noting 1 of 2, 2 of 2, etc.;

h. serial number of portable fire extinguisher, fixed fire suppression system cylinder and/or panel, or fire detection and alarm system control panel;

i. owner of system and address of owner (to be noted on rear of tag.)

8. Notification of fire protection equipment/systems inspections where no deficiencies are found need not be sent to the Office of the State Fire Marshal unless specifically requested.

D. Written Notification. The following information is required to be sent when written notification is made to the Office of the State Fire Marshal Inspection Section:

1. name, address, and telephone number of the owner of the system;

2. name, address, telephone number, and certificate number of the firm noting the impairment;

3. name and license number of the technician who did the inspection;

4. type of system (manufacturer and model number should also be included);

5. code, inspection chapter and year edition firm used for inspection;

6. reason for the impairment (Note: a copy of the inspection or service report shall be included); and

7. date system or equipment was red or yellow tagged.

E. Non-Required and/or Non-Conforming Systems. Where a fire protection system is non-required or permitted to be installed in a non-conforming state by this office or is both non-required and non-conforming then the following additions shall be made to the guidelines set forth in this Section.

1. Each firm shall stamp or write on the installation tag and/or service tag one of the following statements as applicable:

a. "NON-REQUIRED SYSTEM"; or

b. "NON-CONFORMING SYSTEM"; or

c. "NON-REQUIRED/NON-CONFORMING SYSTEM".

2. Such print or stamp shall be in all capital lettering and be written or stamped so as to not obscure other information provided on the tag.

3. This does not supersede the requirements to place a yellow or red tag on a system that is impaired in any way.

F. Miscellaneous Provisions

1. On all fixed fire suppression and fire detection and alarm systems, a plastic pocket pouch/sleeve shall also be attached to the panel, or tank, as appropriate, where all tags shall be maintained for a period of one year after the system's annual inspection. For kitchen fixed fire suppression systems, the pocket pouch/sleeve shall be attached at or near a manual pull station. Upon a new annual or six month certification, all previous service tags may be removed and given to the owner to keep on file. This requirement does not apply to portable fire extinguishers or fire hoses.

2. All tags must be card stock, plastic, vinyl, tyevak or metal in order to maintain the running record for the system. One sided or self adhesive service tags are not permitted except for fire protection equipment or systems in areas subject to adverse conditions. Self adhesive tags shall contain all of the information required on hanging tags.

3. All tags shall be 5 1/4 inches in height and 2 5/8 inches in width.

4. Firms shall have their tags printed and one forwarded to the State Fire Marshal's Licensing Section for approval and incorporation in the firm's file.

5. Tags may be removed only by licensed employees of a certified firm or employees of the State Fire Marshal's Office and certified fire prevention bureaus.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1334 (June 2000), LR 33:1675 (August 2007).

§3041. Prohibited Acts and Equipment

A. The following acts are prohibited and shall be considered grounds for administrative action to be taken against firms, persons and/or employees committing such:

1. charging a customer for work that was not performed;
2. misrepresenting oneself and/or one's firm to a customer, prospective customer or to employees of the state fire marshal, his designated representative or other public official;
3. impersonating the state fire marshal, his designated representative or any other public official;
4. intimidating or coercing a customer;
5. certifying, hydrostatically testing, inspecting, installing, integrating, maintaining or servicing fire protection systems and/or equipment contrary to plans submitted for review, applicable NFPA codes, standards, and/or manufacturer's specifications without specific written permission from the Office of the State Fire Marshal;
6. falsifying an application or any other document submitted to obtain a certificate or license or other documentation requested by or submitted to the Office of the State Fire Marshal;
7. falsifying tags, labels, stenciling, inspection reports, invoices, system reports, and/or other documents;
8. working an apprentice, or as an apprentice, without direct supervision by a technician licensed to perform the work being done and licensed to the same firm;
9. working an employee without the appropriate endorsement of license;
10. working without the appropriate endorsement of firm certificate or license;
11. working with an expired firm certificate or license;
12. failing to notify the Office of the State Fire Marshal of any changes that affect licensure;
13. contracting to a firm or person who is not properly certified or licensed through the Office of the State Fire Marshal to perform acts regulated by the provisions of R.S. 40:1664.1 et seq., or these rules;
14. failing to adhere to the tagging and/or notification policies of the Office of the State Fire Marshal;
15. installing a fixed fire suppression system, or fire detection and alarm system prior to submitting plans and required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal;
16. failing to possess the equipment, tools, NFPA codes, standards or manufacturer's U.L. listed installation and service manuals to properly certify, hydrostatic test, inspect, install, integrate, maintain or service the systems or equipment for which a firm is certified;
17. failing to adhere to all applicable laws and rules governing fire protection systems and/or equipment as promulgated by the Office of the State Fire Marshal;
18. engaging in false, misleading or deceptive acts or practices;
19. aiding and abetting an unlicensed person or firm in the certifying, hydrostatic testing, inspecting, installing, integrating, maintaining or servicing of a portable fire extinguisher, fire hose, fixed fire suppression equipment and/or system, or fire detection and alarm equipment and/or system.

B. The following portable fire extinguishers and cylinders are prohibited from use:

1. carbon tetrachloride portables;
2. portable fire extinguishers or fixed fire suppression system cylinders without labels of an approved testing laboratory or name plates:
 - a. exception: a portable fire extinguisher or fixed fire suppression system cylinder in an industrial facility, whose original label or name plate has been removed for refurbishing, may have a manufacturer approved replacement label or name plate reattached if maintenance records, as provided below, are maintained;
 - b. maintenance records shall include the following:
 - i. manufacturer;
 - ii. type and size of the portable fire extinguisher or fixed fire suppression system cylinder;
 - iii. serial number or unique tracking number of portable fire extinguisher or fixed fire suppression system cylinder; and

- iv. dates and types of service performed;
- 3. any portable fire extinguisher or fixed fire suppression system cylinder prohibited by the adopted NFPA codes and standards enumerated in LAC 55:V:103 and these rules;
- 4. any fire protection equipment or system which has been recalled from the manufacturer or has had its listing from an approved testing laboratory removed;
- 5. systems or portables in which replacement parts are no longer available.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1336 (June 2000), LR 33:1677 (August 2007).

§3043. Enforcement

A. The State Fire Marshal or his designated representative, shall make, or cause to be made, from time to time, inspections of a firm's physical locations, vehicles or job sites to verify required certificates, employee lists, employee licenses, business records and insurances, equipment, tools, NFPA codes, standards and manufacturer's manuals and work/service performed, and as circumstances dictate, to determine that portable fire extinguisher, fire hose, fixed fire suppression and fire detection and alarm firms and their employees are engaging in activity in accordance with the requirements of R.S. 40:1664 et seq., and these rules.

B. The State Fire Marshal shall investigate all complaints of alleged violations of R.S. 40:1574 et seq., 40:1664.1 et seq., and these rules. Complaints of alleged violations shall be made in writing to the Licensing Section of the State Fire Marshal's office. The office shall make available a complaint form to be used as needed. Penalties shall be administered to those firms and /or employees found to have violated these laws and/or rules. Proposed administrative penalty letters shall act as official notification of alleged violations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR17:273 (March 1991), amended LR 26:1337 (June 2000), LR 33:1678 (August 2007).

§3045. Administrative Actions

A. The State Fire Marshal may refuse the issuance or renewal of, suspend, or revoke a certificate of registration, or license and impose administrative penalties, if, after notice and hearing, as provided for by the Administrative Procedures Act, it is found that a person, certified firm, or licensee or an applicant for registration, or license, failed to comply with the provisions of R.S. 40:1664.1 et seq., or these rules.

1. Offenses. The following categories shall denote classification of offenses for persons, firms and employees for determining the penalty to be imposed.

a. Minor:

- i. failing to notify the Office of the State Fire Marshal of any changes that affect licensure;
- ii. failing to adhere to the tagging and/or notification policies of the Office of the State Fire Marshal;
- iii. working with an expired (31-45 days) license, or certificate of registration;
- iv. failing to properly display a firm certificate or an individual license.

b. Serious:

- i. misrepresenting oneself and/or one's firm to a customer, prospective customer or to employees of the State Fire Marshal, his designated representative or other public official;
- ii. certifying, hydrostatically testing, inspecting, installing, integrating, maintaining or servicing fire protection systems and/or equipment contrary to plans submitted for review, applicable NFPA codes, standards, and/or manufacturer's specifications without specific written permission from the Office of the State Fire Marshal;
- iii. working an apprentice, or as an apprentice, without direct supervision by a technician licensed to perform the work being done and licensed to the same firm;

- iv. working an employee without the appropriate endorsement of license;
- v. working without the appropriate endorsement of firm certificate or license;
- vi. working with an expired (46-60 days) license or firm certificate;
- viii. contracting to a firm or person who is not properly certified or licensed through the Office of the State Fire Marshal to perform acts regulated by the provisions of R.S. 1664.1 et seq. or these rules;
- ix. failing to possess the equipment, tools, NFPA codes, standards or manufacturer's U.L. listed installation and service manuals to properly certify, hydrostatic test, inspect, install, integrate, maintain or service the systems or equipment for which a firm is certified;
- x. committing five or more Minor offenses within a three year period.

c. Major:

- i. charging a customer for work that was not performed;
- ii. impersonating the state fire marshal, his designated representative or any other public official;
- iii. intimidating or coercing a customer;
- iv. falsifying an application or any other document submitted to obtain a certificate or license or other documentation requested by or submitted to the Office of the State Fire Marshal;
- v. falsifying tags, labels, stenciling, inspection reports, invoices and/or other documents;
- vi. working without any or with a suspended firm certificate of registration or license;
- vii. working an employee with a suspended license;
- viii. aiding and abetting an unlicensed person or firm in the certifying, hydrostatic testing, inspecting, installing, integrating, maintaining or servicing of a portable fire extinguisher, fire hose, fixed fire suppression equipment and/or system, fire detection and alarm equipment and/or system;
- ix. installing a fixed fire suppression system, or fire alarm and detection system prior to submitting plans and required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal;
- x. committing three or more serious offenses within a three year period;
- xi. engaging in false, misleading or deceptive acts or practices.

2. Penalties. The following fine schedule shall be used to assess fines to persons, firms, and/or employees who violate the laws and rules governing the portable fire extinguisher, fire hose, fixed fire suppression and fire detection and alarm industries. Penalties will be imposed to persons, firms and/or employees based on the classification of offense. Each classification of offense will have a minimum and maximum fine shown and any other administrative penalty that may be imposed.

a. Firms and/or Persons

- i. Minor—\$50 fine to \$250 fine and/or official warnings may be imposed.
- ii. Serious—\$250 fine to \$1,000 fine and/or suspensions of up to 90 days may be imposed.
- iii. Major—\$1,000 fine to \$5,000 fine and/or suspensions from 91 to 365 days may be imposed and/or revocation of certificate may be imposed.

b. Employees and/or Persons

- i. Minor—\$10 fine to \$50 fine and/or official warnings may be imposed.
- ii. Serious—\$50 fine to \$500 fine and/or suspensions of up to 90 days may be imposed.

- iii. Major—\$500 to \$5,000 fine and/or suspensions from 91 to 365 days may be imposed and/or revocation of license may be imposed.
- c. The State Fire Marshal may deviate from this fine schedule where circumstances and/or evidence warrant a more stringent or more lenient penalty.
- d. In lieu of fine payments, the State Fire Marshal may require remedial or additional training be obtained by those found in violation.
- e. Those offenses not enumerated in this list shall receive penalties for violations of similar nature.
- f. The Office of the State Fire Marshal may also pursue criminal charges or injunctive relief for any of the above enumerated offenses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1337 (June 2000), LR 33:1678 (August 2007).

§3047. Severability

A. If any provision of these rules or the application thereof to any firm, person, employee or circumstance is held invalid for any reason, the invalidity shall not affect the other provisions or any other application of these rules which can be given effect without the invalid provisions or application. To this end, all provisions of these rules are declared to be severable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1338 (June 2000), LR 33:1679 (August 2007).

§3049. Adopted Standards

A. The office adopts by reference in their entirety those copyrighted codes or standards enumerated in LAC 55:V.103 published by and available from the National Fire Protection Association, Inc. (NFPA), Batterymarch

Park, Quincy, Massachusetts, 02268. A copy of the codes and standards shall be kept available for public inspection in the Office of the State Fire Marshal. In addition to those listed standards, the following shall also be adhered to as applicable:

1. ASME/ANSI A17.1—Safety Code for Elevators and Escalators;
2. ASME/ANSI A17.3—Safety Code for Existing Elevators and Escalators;
3. ASME/ANSI A117.1—Specifications for Handicapped Accessibility;
4. ADAAG—American Disability Accessibility Act Guidelines;
5. United States Department of Transportation;
6. Code of Federal Regulations 49.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1339 (June 2000), LR 33:1679 (August 2007).

§3051. National Recognized Testing Laboratory

A. The criteria for recognition by the Office of State Fire Marshal as a "Nationally Recognized Testing Laboratory" shall be as follows. The applicant laboratory's portable fire extinguisher testing standards shall meet or exceed the best listed national standards:

1. Fire Test Standards—ANSI/UL 154, CAN4-S503-M83
2. Performance Standards
 - a. CO2 Types—ANSI/UL 154, CAN4-S503-M83
 - b. Dry Chemical Types—ANSI/UL 299, ULC-S504
 - c. Halon Types—ANSI/UL 1093, ULC-S504
 - d. 2-1/2 Gallon Stored Pressure Water Types—ANSI/UL 626
 - e. Factory Follow-Up on Third Party Certified Portable Fire Extinguishers—ANSI/UL 1803
 - f. Foam Types—ANSI/UL 8

B. The applicant laboratory shall maintain a follow-up inspection program to confirm that the manufacturer is providing the controls, inspections, and tests necessary to assure that all current manufactured extinguishers will meet the laboratory's testing standards. This follow-up inspection shall occur no less than once each six months for the first two years and once each year thereafter.

1. The application by a testing laboratory for recognition by the State Fire Marshal as a "nationally recognized testing laboratory" shall not be on any particular form but shall include all of the information and material requested in Subparagraphs below:

- a. the address and telephone number of the main facility and all branch offices;
- b. a current organizational chart showing the relationship between administration, operation, and quality control;
- c. resumes of the education and experience of key personnel;
- d. a floor plan of the main facility and all branch offices indicating location of the equipment used for testing portable fire extinguishers;
- e. a list of all equipment used to test portable fire extinguishers, identified by manufacturer, model number and serial number; detailed plans and specifications shall be submitted on any testing equipment fabricated by the applicant;
- f. procedures for selecting, receiving, storage, handling, and shipping of test specimens;
- g. test standards and procedures most frequently used;
- h. method and frequency of test equipment calibration;
- i. procedure for safekeeping of records and files;
- j. copies of all data sheets and test report forms;
- k. facsimiles of all contracts executed between the testing laboratory and portable extinguisher clients;
- l. procedure for periodic updating of the report;
- m. method of distributing test reports and certifications, including an indication of who may obtain copies of the final reports and how the reports may be obtained;
- n. a copy of the laboratory's partnership agreement, if a partnership, or of the articles of incorporation, if a corporation, and a copy of any by-laws;
- o. a list of all the portable fire extinguishers presently listed by the testing laboratory showing the manufacturer and the model number;
- p. copies of the test reports on all listed portable extinguishers which must be in sufficient detail to provide for complete verification and evaluation of the operations and objectives, and must include the signature of personnel performing the test and must also include the name of the supervisory engineer;
- q. whether the applicant testing laboratory has been recognized as a "nationally recognized testing laboratory" by any other state or by an organized, voluntary recognized organization such as the National Voluntary Laboratory Association Program and whether recognition by any other state or organization has been denied;
- r. how long the applicant testing laboratory has tested portable extinguishers;
- s. a notarized statement of independence which shall state that, with reference to the laboratory's testing of portable fire extinguishers:
 - i. there are no managerial affiliations with any producer, supplier, or vendor;
 - ii. changes in any major test equipment;
 - iii. establishment of a new branch office or facility at which portable fire extinguishers are to be tested;
 - iv. changes in principal officers, key supervisory personnel, or key testing personnel in the company.

C. This office approves Underwriters Laboratories, Inc., Factory Mutual Research Corporation and the United States Testing Company, Inc., as nationally recognized testing laboratories for the purpose of these rules.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1339 (June 2000), LR 33:1679 (August 2007).

§3053. Equipment and Facilities

A. Each certified firm location shall be required to possess the equipment, tools, NFPA codes, standards and manufacturer's UL listed installation and service manuals necessary to properly certify, hydrostatic test, inspect, install, integrate, maintain or service the systems or equipment for which it is certified. If such work is performed from a vehicle, then the vehicle shall be required to possess the necessary equipment, tools, NFPA codes, standards and manuals. Required codes, standards and manuals may be either in print or in an electronic format.

B. The following equipment and code books shall be required depending upon the firm's certification endorsement.

1. Portable Fire Extinguisher/Fire Hose:

- a. service and impairment tags;
- b. six year maintenance and hydrostatic test labels;
- c. external verification collars;
- d. stenciling tools and supplies;
- e. tamper seals (14 lbs. maximum breakage). the tamper seal shall reflect the current or previous calendar year date when installed;
- f. test apparatus including appropriate adapters, fittings and tools;
- g. facilities for leak testing of pressurized extinguishers;
- h. approved equipment for drying cylinders;
- i. approved closed recovery unit;
- j. department of agriculture approved scales for unit measure (for shop or vehicle). Scales shall be certified annually by the Department of Agriculture or its designated agent;
- k. field and cartridge scales;
- l. appropriate recharge agents and fill funnels;
- m. cylinder inspection light;
- n. dry nitrogen cylinders, regulator and calibrated gauges for pressurizing cylinders;
- o. supply of spare parts for respective manufacturers and type of fire extinguishers serviced;
- p. proper wrenches with non-serrated jaws or valve puller (hydraulic or electric);
- q. continuity tester and labels;
- r. calibrated gauges and gauge tester;
- s. working hydrostatic test pump for testing cylinders and fire hose, with flexible connection, check valves and fittings;
- t. adequate safety cage for hydrostatic testing of low pressure cylinders.

2. Fixed, Pre-Engineered or Kitchen Fire Suppression:

- a. service, partial impairment (optional) and impairment tags;
- b. installation tags;
- c. six year maintenance and hydrostatic test labels;
- d. external verification collars;
- e. tamper seals (14 lbs. maximum breakage). The tamper seal shall reflect the current or previous calendar year date when installed;
- f. test apparatus including appropriate adapters, fittings and tools;
- g. facilities for leak testing of pressurized cylinders;
- h. approved equipment for drying cylinders;
- i. approved closed recovery unit;
- j. Department of Agriculture approved scales for unit measure. Scales shall be certified annually by the Department of Agriculture or its designated agent;
- k. appropriate recharge agents and fill funnels;
- l. cylinder inspection light;

- m. dry nitrogen cylinders, regulator and calibrated gauges for pressurizing cylinders;
- n. supply of spare parts for respective manufacturers and type of systems serviced;
- o. proper wrenches with non-serrated jaws or valve puller (hydraulic or electric);
- p. wire cutters;
- q. pipe threader;
- r. pipe reamer;
- s. flaring tools;
- t. pipe wrenches;
- u. calibrated gauges and gauge tester;
- v. working hydrostatic test pump, with flexible connection, check valves and fittings;
- w. adequate safety cage for hydrostatic testing of low pressure cylinders;
- x. manometer (for engineered systems only);
- y. fan test equipment or have access to such equipment through contract to another firm (for engineered systems only);
- z. halon recovery equipment or have access to such equipment through contract to another firm (for Engineered Systems only).

3. Fire Alarms:

- a. service, partial impairment (optional) and impairment tags;
- b. installation tags;
- c. manufacturer approved smoke detector sensitivity or calibration testing equipment or have access to such equipment through contract to another firm;
- d. multimeter;
- e. sound level meter.

4. DOT Hydrostatic Testing:

- a. adequate hydrostatic test equipment for high pressure testing and calibrated cylinder including but not limited to appropriate adapters, fittings and tools;
- b. adequate equipment for test dating high pressure cylinders (over 900 PSI). Die stamps must be a minimum of 1/4 inch;
- c. clock with sweep second hand on or close to hydrostatic test apparatus;
- d. equipment for drying cylinders;
- e. cylinder inspection light;
- f. proper wrenches with non-serrated jaws or valve puller (hydraulic or electric).

5. Code Books (latest edition as enumerated in LAC 55:V.103 and these rules)

- a. Portable Fire Extinguisher/Fire Hose—NFPA 10, 101, 1961 and 1962.
- b. Fixed Fire Suppression—NFPA 11, 11A, 12, 12A, 17, 17A, 96, 101 and 2001.
- c. Pre-Engineered—NFPA 11, 11A, 12, 12A, 17, 17A, 96, 101 and 2001.
- d. Kitchen Suppression—NFPA 17, 17A, 96 and 101.
- e. Fire Alarm—NFPA 70 (only those articles that address fire alarm wiring), 72, 90A, 90B and 101.
- f. Fire Alarm (non-required)—NFPA 70 (only those articles that address fire alarm wiring), 72, 90A, 90B and 101.
- g. Fire Alarm Owner—NFPA 70 (only those articles that address fire alarm wiring), 72, 90A, 90B and 101.
- h. DOT Hydrostatic Testing—CFR 49, NFPA 1961 and 1962.

C. The State Fire Marshal or his representative may inspect a firm's physical location(s) or vehicle(s) to ensure the proper equipment, tools, NFPA codes, NFPA standards, manufacturer's UL listed installation and service manuals and business records and insurances are possessed by the firm. Firms must possess all applicable manufacturers' installation and service manuals for the systems and/or equipment it services.

D. Business records shall include, but not be limited to, invoices, work orders, service reports, payroll records, federal and state tax information for employees, occupational licenses, income tax filings,

property tax notifications and filings, utility records, certificates of insurance for general liability and workmen compensation coverage and workers compensation reports and/or filings.

E. The State Fire Marshal or his representative may require that a firm or its employee(s) demonstrate a proficiency to use the necessary equipment to properly certify, hydrostatically test, inspect, install, integrate, maintain or service portable fire extinguishers, fixed fire suppression systems/equipment and fire detection and alarm systems/equipment. Proficiency shall be deemed to be achieved if the system or equipment complies with the applicable NFPA code or standard and/or manufacturer's specifications.

F. For those firms or their employee(s) which do not possess the proper equipment, tools and manuals or who fail to demonstrate the ability to properly perform the required work, then an order of correction shall be made to the contractor or his employee to obtain the required equipment, tools, NFPA codes, standards or manual or to obtain additional training within a 30-day period. Another inspection shall be conducted by the State Fire Marshal or his representative to verify compliance with the order of correction. Good cause must be shown if proficiency is not shown or the required equipment, tools, NFPA codes, standards or manuals are not obtained by the time of the second inspection. Additional time may be granted for good cause. If good cause is not shown, then administrative action may be pursued.

G. The office may specifically enumerate additional required equipment or business records at a later date should it be deemed necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1339 (June 2000), LR 33:1680 (August 2007).

§3055. Plan Review

A. No system requiring plan submittal in accordance with R.S. 40:1574 et seq., shall be installed or integrated prior to submitting plans with required documentation and receiving authorization to install such system from the Plan Review Section of the Office of the State Fire Marshal. However, the installation of wiring only for fire detection and alarm systems shall be permitted upon receipt of plans by the Office of the State Fire Marshal, Plan Review Section. No fire detection devices or panels shall be installed prior to review or written authorization by the Office of the State Fire Marshal.

B. Only listed qualifiers of a firm shall be listed on applications for full plan review or exemption to full plan review. Additionally, any correspondence regarding a submittal, to include but not be limited to, telephone, email or written correspondence, shall only be through a listed qualifier of the firm, owner of the firm, a professional of record or owner of the building.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of State Fire Marshal, LR 17:273 (March 1991), amended LR 26:1340 (June 2000), LR 33:1681 (August 2007).

§3057. Electrical Contractors

A. All electrical contractors who have met all requirements and passed a prescribed written examination based upon National Fire Protection Association (NFPA) Code 70, the National Electrical Code, that has been given either by a recognized political subdivision of the state of Louisiana or by the State Licensing Board for Contractors, shall be authorized to install fire detection and alarm components or interconnected smoke detectors in accordance with manufacturer's specifications and applicable National Fire Protection Association (NFPA) codes which are listed in §3053 of this Chapter.

B. The certifying, inspecting, integrating, maintenance and servicing of a fire detection and alarm system shall be performed only by a fire detection and alarm firm that is certified, and its employees licensed with the Office of the State Fire Marshal to perform such work.

C. Electrical contractors shall be limited to the installation of wiring, conduit raceways, and/or devices for fire detection and alarm systems. All connections or final terminations made within the alarm control panel must be made by licensed employees of the fire detection and alarm firm.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by Department of Public Safety and Corrections, Office of State Fire Marshal, LR 26:1340 (June 2000), amended LR 33:1682 (August 2007).

§3059. Miscellaneous Provisions

A. Marking of Vehicles. All service vehicles owned or operated by firms or their employees used for regulated activities, as defined by R.S. 40:1664.1 et seq., and these rules shall have the firm name and firm certificate number permanently inscribed, painted, stenciled or affixed by magnetic means on such vehicles. Such markings shall be a minimum of 2 1/2 inches in height and not less than 1/4 inch in width. Letters and numbers shall be on a contrasting background and be conspicuously seen from the outside of the vehicle.

B. Restrictions

1. Certificate or license holders are not agents or representatives of the state of Louisiana, the Department of Public Safety or the Office of the State Fire Marshal. No claims or inferences of such shall be made.
2. A certificate or license does not authorize anyone to enforce these rules or to enter any building without the owner's permission or to certify, service, hydrostatically test, inspect, install integrate, or maintain fire protection equipment and/or systems without the owner's permission.
3. Certificate and license holders shall not allow the use of their certificate or licenses by other firms, persons or employees.
4. A certificate or license holder shall not perform any activity relating to portable fire extinguishers, fire hoses, fixed fire suppression equipment/system, or fire detection and alarm equipment/systems unless employed by and within the course and scope of that employment with a firm regulated by the provisions of R.S.40:1664.1 et seq.
5. A person shall not perform any act for which a certificate or license is required unless he is:
 - a. first certified or licensed to perform such acts; and
 - b. employed by a firm certified to perform those acts; and
 - c. performing those acts for the certified firm by which he is employed.
6. An apprentice, as defined in these rules, shall not perform any activity regulated by R.S.40:1664.1 et seq., unless employed by a certified firm and is supervised by a license holder authorized to perform such act or acts Both the apprentice and licensee shall be employed by the same certified firm.
7. Nothing in these rules shall prevent an appropriately licensed firm or person from certifying, hydrostatically testing, inspecting, installing, integrating, maintaining or servicing any manufacturer's portable fire extinguishers, fire hose, fixed fire suppression equipment and/or systems or fire detection and alarm equipment and/or systems.

C. Multiple Names. A firm which uses multiple names must apply for a separate certificate of registration if each named firm has a separate state or federal tax number. All "doing business as" names shall be registered with this office at the time of application.

D. Required Inspection

1. The following shall be the building owner's responsibility.
 - a. Portable fire extinguishers shall be certified annually by a firm with a Portable Fire Extinguisher/Fire Hose endorsement.
 - b. Pre-engineered fixed fire suppression systems shall be certified at a minimum annually by a firm with either a Fixed Fire Suppression System endorsement or Pre-Engineered Fixed Fire Suppression endorsement. If the suppression system includes electronic fire detection devices, then the firm must also have the appropriate Fire Alarm endorsement or contract to a firm with such.
 - c. Engineered fixed fire suppression systems shall be certified at a minimum annually by a firm with a Fixed Fire Suppression System endorsement. If the suppression system includes electronic fire detection devices, then the firm must also have the appropriate Fire Alarm endorsement or contract to a firm with such.

- d. Clean Agent Gas (Halon 1301 Replacement) fixed fire suppression systems shall be certified at a minimum every six months by a firm with a Fixed Fire Suppression System endorsement and the appropriate Fire Alarm endorsement or contract to a firm with such.
- e. Kitchen fixed fire suppression systems shall be certified at a minimum every six months by a firm with either a Fixed Fire Suppression System endorsement, or a Pre-Engineered Fixed Fire Suppression endorsement, or a Kitchen Fixed Fire Suppression System endorsement. If the suppression system includes electronic fire detection devices, then the firm must also have the appropriate Fire Alarm endorsement or contract to a firm with such.
- f. Fire alarm and detection systems shall be certified at a minimum annually by a firm with a Fire Alarm endorsement for required fire alarm systems and a Fire Alarm or Fire Alarm (non-required) endorsement for non-required fire alarm systems.
- g. Fire hoses shall be certified at a minimum annually by a firm with a Portable Fire Extinguisher/Fire Hose endorsement or a fire protection sprinkler contractor as outlined by R.S.40:1664.1 et seq.

2. For the purpose of determining the exact date of a required certification, inspection or service, the following guidelines shall apply. Where only the year is known but not the month, January shall be used for the month, where the month is known but not the day, the first day of the month shall be used.

3. The certified firm shall not be responsible for more frequent inspections as required by the applicable engineered specifications, manufacturer's specifications or per the inspection, testing and maintenance chapters as set forth in the applicable NFPA codes and standards unless under contract to perform such.

E. Advertising. All advertising, including but not limited to telephone advertising, shall indicate a firm's certificate of registration number.

F. Service Invoices and Inspection Reports. All service invoices or inspection reports shall reflect the inspection, installation, maintenance, or service performed, all parts replaced, date of service and the technician who performed the work.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1664.2.

HISTORICAL NOTE: Promulgated by Department of Public Safety and Corrections, Office of State Fire Marshal, LR26:1341 (June 2000), amended LR 33:1682 (August 2007).

Jill Boudreaux
Undersecretary

State of Louisiana - Office of the State Fire Marshal

To: All Fire Protection and Sprinkler Contractors

From: Boyd Petty, Manager
Licensing Section

Re: Red Tags and Written Notification Procedures

This memo is to reiterate the requirements and procedures for sending written notification to this office when fire protection or sprinkler systems are red tagged due to impairments. Pursuant to Louisiana Administrative Code (L.A.C.) 55:V:3039.C & D, a system shall be red tagged whenever the system is impaired to the point that life safety is at risk or to the point that the automatic or manual discharge system will be prevented from functioning as intended or where life safety is in imminent danger. Written notice shall be made to the owner and to the Office of the State Fire Marshal Inspection Section by the contractor as soon as is practically possible, but shall not exceed two (2) working days after the impairment is discovered. Additionally, when a system which has been yellow tagged and the deficiencies are not corrected within sixty (60) days, the contractor is also required to notify, in writing, the Office of the State Fire Marshal Inspection Section. Upon receipt of an impairment notice, this office or a local fire prevention bureau will conduct an inspection to ensure the system is functioning properly and necessary repairs made.

The following are the specific procedures for contractors to use when notifying this office of impaired systems:

- 1 . Submit a completed Impairment Notification form within two (2) working days upon the red tagging of a fire protection or sprinkler system. Additional **Impairment Notification** forms can be obtained from the Fire Marshal's web site located at www.lasfm.org. Click on the **Licensing Section**, then on **Forms/Tags** and finally scroll down to the **Impairment Notification** form.
- 2 . Attach a copy of the firm's **Inspection** or **Service** report to the **Impairment Notification** form.
- 3 . Send all documents to the Office of the State Fire Marshal's Inspection Section. Documents can be mailed to 8181 Independence Blvd., Baton Rouge, LA 70806 or can be faxed to (225) 925-3813. Additionally, the documents can be e-mailed to Red.Tag@dps.state.la.us.
- 4 . Non-deficient reports are not to be sent to this office unless specifically requested.
- 5 . Refusals of inspection by a building owner does not equate to a red tag condition and therefore, do not need to be reported to this office.
- 6 . Impairment notification forms shall not be used for a yellow tag condition unless sixty (60) days has expired since the tag was placed on the system and the deficiencies have not been corrected.

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Office of the State Fire Marshal
8181 Independence Blvd.
Baton Rouge, LA 70806
(225) 925-4911 1-800-256-5452 Fax (225) 925-3813

IMPAIRMENT NOTIFICATION

Dear Building Owner/Manager:

The below listed firm has found impairments to the fire protection system or equipment in the building listed below. Per Louisiana Administrative Code (L.A.C. 55:V:3039.C.5), the firm is required to immediately notify the Office of the State Fire Marshal Code Enforcement and Building Safety within two (2) days in writing of any impairment which may jeopardize the life safety of the building's occupants. The impairments are listed below. An inspector from this office or the local fire prevention bureau will be sent out to verify the impairments and to order corrections to be made.

Name and Location of Business

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Type of System/Equipment (include manufacturer and model number)

NFPA Code/Standard used for Inspection: _____

Impairment(s): _____

Date of Impairment: _____

Firm Name: _____

Firm License Number: _____ Firm Telephone Number: _____

Technician's Name: _____ Technician's Signature: _____
(Print) (Signature)

Technician's License Number: _____

Building Owner or Representative: _____ Signature: _____
(Print) (Signature)

Date: _____

*****NOTE To Technician: Please attach a copy of your firm's service report to this notification. *****



VIOLATIONS OF THE LICENSING LAW REPORT FORM COMPLAINT FORM



Name of Person Making Complaint:	Your Phone Number:	Name of Your Firm or Your Address

Type of Complaint (Check One):

Fire Alarm: ☐ Fire Extinguisher: ☐ Fire Suppression: ☐ Hood Suppression: ☐ Sprinkler: ☐
Burglar: ☐ Locksmith: ☐ Access Control: ☐ Closed Circuit TV: ☐

Date of Violation: _____ Violator (Check One): Firm: ☐ Employee: ☐ Both: ☐

Name of Violating Firm	License # and Type	Date License Issued	Date License Expired	Status of License
Physical Address of Firm	City	State	Zip	Firm Phone Number
Mailing Address of Firm	City	State	Zip	Firm Fax Number
Name of Person Who Did the Work	License Number	License Type	License Expiration Date	
Name of Business or Residence Where Complaint Occurred	Address Where Complaint Occurred	City	State	Zip Code
Contact Name Where Complaint Occurred	Phone Number		Fax Number	
NOTE: If applicable and available, a copy of the State Fire Marshal Inspection Report MUST accompany this form.				
NATURE OF COMPLAINT/VIOLATION (Be As Specific as Possible)				

For Fire Protection/Sprinkler Use Only:

Were plans submitted on project? Yes ☐ No ☐ If so, List Fire Marshal Project Number PO: _____
Was an exemption form submitted: Yes ☐ No ☐ If so, list Exemption Number E: _____
Was a go to work letter obtained: Yes ☐ No ☐ (Sprinkler Systems Only)

OFFICE USE ONLY BELOW THIS LINE

Date Received	Date Assigned	Complaint I.D. #
Date Investigation Started		Date Cleared
Investigative Officer Assigned		Badge Number

[illegible]